



## Dundalk Institute of Technology Guidelines & Notification of Intention to take Paternity Leave

Relevant parents employed in DkIT, who meet the requirements outlined below, are entitled to 2 weeks consecutively (10 working days) paid leave on the birth of a child. Paternity Leave with pay is available to permanent and temporary staff members and those employees on fixed term contracts that satisfy the following criteria:

1. Applicants must have a contract of more than one year.
2. Job sharers will be treated on a pro rata basis.
3. Paternity Leave may be taken at the time of birth up to 26 weeks after the birth.
4. If you intend taking Annual Leave following Paternity Leave, this must be agreed in advance with the Head of Department/School.

This form should be completed and returned to the Human Resource Office

Under the, [Parental Leave Act 1998](#), as amended by the [Parental Leave Act 2006 \(Amendment\)](#) I hereby notify the Institute of my intention to take Paternity Leave as the relevant parent of the child mentioned below;

<b>Name of Child:</b> _____	<b>Date of Birth:</b> _____
<b>Name of Employee:</b> _____	<b>Payroll No:</b> _____
<b>School/Department:</b> _____	<b>Ext. No:</b> _____
<b>My Paternity Leave will commence on:</b> ____ / ____ / ____	
<b>My Paternity Leave is due to end on:</b> ____ / ____ / ____	
<b>Total no of days requested:</b> _____	
<b>Proposed date of return to work:</b> ____ / ____ / ____	

**I confirm that I have read the Institute guidelines for staff taking Paternity Leave as above, and I undertake to fulfil my obligations under the Parental leave Act 2006, as outlined in the guidelines.**

<b>Signed:</b> _____ <b>Employee</b>	<b>Date:</b> _____
<b>Approved:</b> _____ <b>Head of School/Department</b>	<b>Date:</b> _____
<b>Approved:</b> _____ <b>Human Resource Manager</b>	<b>Date:</b> _____