



Parental Leave Policy

1. Purpose

To define the University's policy on Parental Leave in accordance with the Parental Leave Act 1998 to 2019.

2. Scope

Scope	Parental leave is available to employees with continuous service of one year who are natural or adoptive parents, and also extends to persons acting in loco parentis in respect of an eligible child. It is unpaid leave from work, taken by parents to enable them to take care of their child in accordance with the terms and conditions of the Parental Leave Act.
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3. Eligibility

Service Criteria	Employees must have at least one year of continuous service with the University before being eligible to apply for Parental Leave. However, an employee with more than three months but less than one year of service shall be entitled to one week of Parental Leave for every month of
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	continuous employment in cases where the child is approaching the age threshold.
Child age limit	Parental Leave must be taken before the child reaches 16 years of age in all cases including for parents of children with a disability or long-term illness and in the case of adoption.
Transfer of leave when both parents are employees of the University	Parental Leave is available for each parent and is generally non-transferable. However, where both parents are employed by the University, 14 of the 26 weeks Parental Leave may be transferred from one parent to the other subject to agreement of the University. This will be assessed on a case by case basis.

4. Entitlement

Maximum entitlement	<p>The maximum Parental Leave entitlement is 26 working weeks per child based on the number of days or hours worked in the 26 weeks immediately prior to the commencement date of leave.</p> <p>Part-time employees are entitled to Parental Leave on a pro rata basis.</p>
	<p>Parental Leave consists of a continuous block of 26 weeks or two blocks of 6 or more weeks with a minimum of 10 weeks between each block.</p> <p>Consideration may be given to the granting of Parental Leave in shorter or broken periods subject to the agreement of the Head of School/Area and Human Resources.</p>



Maximum leave in a 12 month period	<p>Where an employee has more than one child, no more than 26 weeks Parental Leave may be taken in any 12-month period, except in the case of multiple births.</p> <p>Consideration for consecutive leave may be given in exceptional circumstances.</p>
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5. Return to Work and Postponement of Leave

Returning to Work	Employees must return to work on the date set out in the Confirmation Document.
Postponement of Leave	Postponement of Parental Leave by an employee is subject to agreement of the Head of School/Area and Human Resources.

6. Request to a change in working hours and/or working patterns

	<p>Employees returning to work from Parental Leave may Request changes to their working hours and / or working Patterns for a set period by submitting the application form Below to the Head of School/Area no later than 6 weeks before the proposed commencement date of the set period. The nature of the changes requested, the date of commencement and duration of the set period must be specified.</p> <p>The Head of School will review the request, sign off and send the form to HR.</p> <p>A confirmation email will be sent by HR to the employee to advise if the request has been approved or declined.</p>
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7. Employment Right during Parental Leave

Employment rights	Parental Leave is unpaid leave. Employees taking Parental Leave retain all rights except those relating to remuneration including pension
Annual leave and Public holidays	Employees accrue annual leave for periods of parental leave. Employees accrue public holidays that occur during a period of Parental Leave
Probation, Training, Apprenticeships	Probation ¹ , training and apprenticeships will be extended by the period of the Parental Leave.
Schemes and benefits	Employees must make individual arrangements for continued payments to VHI, tax saver and other schemes.
PRSI arrangements	Employees taking block Parental Leave may receive PRSI credits for each week taken thus ensuring preservation of their Social Protection records. In such circumstances, employees should write to the Records Update Section at the following address ensuring to enclose a copy of the Confirmation Document issued: Dept. of Social Protection, McCarter's Road, Ardaravan, Buncrana, Co. Donegal

¹ To maximum probation period permitted



8. Policy Review

This policy will be reviewed after three years and/or in accordance with relevant legislative update.

9. Relevant Legislation

Parental Leave Act 1998

Parental Leave (Amendment) Act 2006

European Union (Parental Leave Regulations 2013 Parental Leave (Amendment) Act 2019

END POLICY



PROCESS

How do I apply for Parental Leave

Application Process and Approval Process	Application must be made using the parental leave application form and in consultation with the Head of School/Area.
	The Head of School will review the application, consider whether it is possible to facilitate parental leave as requested and complete Section 2 of the Application. All Leave arrangements must take into consideration the needs of the staff member and the School/Area.
	The University has the right to postpone an application for Parental Leave subject to normal restrictions under the Act.
	Applications must include a photocopy of the child's birth certificate /adoption certificate . A full schedule of proposed Parental Leave, outlining each day and date must also be included.
	Completed Application and supporting documents should be emailed to hr@tcd.ie at least 6 weeks in advance of the proposed commencement date of Parental Leave
	On receipt of the completed application, a Confirmation Document will be drawn up and sent by Human Resources which must be signed by the staff member and returned at least 4 weeks prior to the date of



	commencement of leave. Leave cannot commence prior to formal approval confirmation from HR.
	Once the application has been signed by the staff member and the Head of School/Area, alterations can only be made by mutual agreement and HR needs to be informed of the same.

End Process



**Application for Parental Leave
Under Parental Leave Act 1998**

Section 1 – to be completed in full by the employee

EMPLOYEE DETAILS

Staff Name _____ Staff Number _____
Department _____
Address _____
Phone _____ Email Address _____
Full Time _____ Part Time _____ Hours & Pattern of Work _____

PARENTAL LEAVE REQUEST DETAILS – A copy of the child’s birth certificate must be attached

Name of Child _____ Date of birth* _____
Proposed start date _____ Proposed end date _____
Proposed structure of leave* _____
Proposed number of days _____
State Public/University holidays during proposed period _____
Parental Leave previously taken in respect of this child with
Trinity College Dublin _____ Other Employer _____

STAFF SIGNATURE – I declare that the information given above is accurate and complete

Signed _____ Date _____
Print Name _____

Section 2 – to be completed by Head of School/Area

AUTHORISED SIGNATORY

Signed _____ Date _____
Print Name _____



NOTES

Completed applications should be emailed to hr@tcd.ie no later than 6 weeks prior to the proposed start date of Parental Leave.

*Please ensure to enclose

- a photocopy of the child's birth certificate
- a **full** schedule of Parental Leave with your application. (Please see calendars enclosed here that needs to be completed as required)

Incomplete applications will **not** be processed and will be returned to the applicant.



Application Form – to change hours of work and/or work pattern on return from Parental Leave

This form is to be used when a staff member is **returning** from Parental Leave and wishes to request a change to their working hours and/or working pattern for a set period (Under European Union (Parental Leave) Regulations 2013)

Section 1 – to be completed in full by staff member

STAFF DETAILS

Staff Name _____ Staff Number _____

Phone _____ Email Address _____

Department _____

Address _____

Grade _____

Status Full Time _____ Part Time _____

Paygroup Monthly _____ Fortnightly _____

RELEVANT CHILD

Name of Child _____ Date of birth* _____

Parental leave dates in respect of relevant child _____

WORK SCHEDULE

Current working arrangements:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					
Start time					
Finish time					

Proposed Working Arrangements Proposed

start date _____ Proposed end date _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					
Start time					



Finish time					
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STAFF SIGNATURE – I declare that the information given above is accurate and complete

Signed _____ Date _____

Print Name _____

Section 2 – to be completed by Head of School/Area

Having considered the above request to change hours of work and/or pattern of work under the European Union (Parental Leave) Regulations 2013, I confirm that:

The request is approved _____ The request is declined _____

Signature of Head of School/Area

Signed _____ Date _____

Print Name _____

CONSIDERATION & CONFIRMATION

IMPORTANT NOTES:

- Request to be made no later than 6 weeks before proposed commencement date using this application
- Response to be given no later than 4 weeks before proposed commencement date using this application
- Copy of completed application must be returned to Human Resources whether approved or declined
- Copy of the completed application must be given to the applicant whether approved or declined and a copy held locally for record purposes
- Where approved, a change in terms & conditions confirmation letter will be issued by HR to the staff member which will be copied to the Head of School/Area for local records



PARENTAL LEAVE CALENDAR 2024

 = Compulsory annual leave day

 = Public/University Holiday

JANUARY 2024							FEBRUARY 2024							MARCH 2024							APRIL 2024							MAY 2024							JUNE 2024								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
29	30	31	26	27	28	29	25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30																
JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7				1	2	3	4							1	1	2	3	4	5	6					1	2	3							1			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29											
									30																	30	31																

Please fill in the calendar with the days you are planning to take as Parental Leave and complete the below fields:

EMPLOYEE NAME: _____

STAFF NUMBER: _____

These Parental Leave days will be (please tick one only):

Full days Half days:



PARENTAL LEAVE CALENDAR 2025

= Compulsory annual leave day

= Public/University Holiday

JANUARY 2025							FEBRUARY 2025							MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6					1	2	3	4							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														31																					30							
JULY 2025							AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

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Full days Half days: