



Parent's Leave Application Form – HR 108 (T)

The Parent's Leave and Benefit Act 2019 provides that employees who are "relevant parents" are entitled to leave from work for the purpose of enabling them to provide, or assist in the provision of, care to the child within 2 years of the birth or adoption placement date of the child.

This form is to be used by employees wishing to apply for Parent's Leave and should be submitted at least 6 weeks prior to the requested date of commencement of parent's leave for review and approval. Please note that an employer may postpone parent's leave in certain circumstances.

Where applicable, please complete online, and forward to your local processing unit.

Section 1. To be completed by the employee

Surname:	First Name:									
Grade:	Personnel No:									
Location:	PPS No:									
Expected date of confinement or the date of birth, OR										
Expected date of adoption placement or date of adoption										

Section 2. To be completed by the employee

Please indicate how you are a "relevant parent" (tick the appropriate Circle)

In the case of an adoption -

(i) The qualifying adopter of the child

(ii) The spouse, the civil partner or cohabitant of the qualifying adopter of the child

In any other case -

(i) A parent of the child

(ii) The spouse, civil partner or cohabitant of the parent of the child

(iii) A parent of a donor - conceived child as provided for under the Children and Family Relationships Act 2015

Signature:

Date:



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Section 3. Please give details of the manner in which you propose to take the leave

Week one from:									To:								
Week two from:									To:								
Week three from:									To:								
Week four from:									To:								
Week five from:									To:								
Week six from:									To:								
Week seven from:									To:								
Week Eight from:									To:								
(For leave after 1st August 2024)									To:								
Week Nine from:									To:								

The nine weeks leave may be taken as (a) a continuous period of nine weeks or (b) separate blocks of not less than one week

Section 4. To be completed by the line manager

I have checked the details and relevant documentation provided by the employee and confirm that the employee is eligible to take parent's leave in accordance with the Act of 2019.

Signature:

Date:

Name:

Grade:

Please indicate that you have noted: ☐ relevant document (see note 4, document required)

Contact Phone Number:

Email Address:

Explanatory Note on Parent's Leave

Please refer to HSE HR Circular (018/2021 + 13/2024) on Parent's leave.

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-018-2021-family-leave-and-miscellaneous-provisions-act-2021.pdf>

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-013-2024-extension-of-parents-leave-and-benefit-to-9-weeks.pdf>

1. Parent's leave can be taken in the first two years after the birth or adoptive placement of a child born on or after 1 November 2019. This leave is a stand alone entitlement with no sharing permitted and does not affect any other entitlement to statutory leave that may apply i.e. maternity, adoptive, paternity and parental leave.

The Parent's Leave and Benefit Act 2019 provides for the payment of Parent's Benefit from the Department of Social Protection (DSP) to employees who have made the requisite PRSI contributions and information is available on the (DSP) website. <http://www.gov.ie/en/service/b321b1-parents-benefit>.

Public health service employees are **NOT ENTITLED** to payment from their employer during parent's leave.

2. From 01 August 2024 the Parent's Leave entitlement is nine weeks in total.

The nine weeks leave can be taken as

(A) a continuous period of nine weeks, or

(B) separate blocks of not less than one week

3. Entitlement to Parent's Leave

An employee must meet the definition of a "relevant parent" in order to avail of parent's leave. The employee must fall under one of the following categories :

(A) In the case of an adoption -

- (i) the qualifying adopter of the child, or,
- (ii) the spouse, civil partner or cohabitant, as this may be, of the qualifying adopter of the child

(B) In any other case -

- (i) A parent of the child,
- (ii) the spouse, civil partner or cohabitant of the parent of the child, or
- (iii) A parent of a donor - conceived child as provided for under the Children and Family Relationships Act 2015.

Documentation Required

The documents to support an application for parent's leave are set out below and are subject to GDPR provisions. A manager should check the documentation provided by the employee to determine his/her eligibility but should not retain a copy

In the case of a birth :

1. A copy of the medical certification as provided by the mother to her employer or other appropriate certificate from a registered medical practitioner confirming the pregnancy and specifying the expected date of birth of the child concerned, or
2. A copy of the birth certificate where notification is given after the birth

In the case of an Adoption:

1. A copy of the placement certificate where notification is given after the day of placement,
2. In the case of an inter-country/foreign adoption, a declaration of suitability and eligibility prior to the day of placement followed by written conformation of the placement.
The entitlement to parent's leave is non transferable and sharing between employees is not permitted.
An employee who is a relevant parent in more than one capacity in respect of a child is entitled to nine weeks' parent's leave in total from 1st August 2024.

Where the birth of a child is part of a multiple birth or a person adopts 2 or more children at the same time , the employee is entitled to nine weeks parent's leave in total from 1st August 2024.