



Application Form for Parental Leave

Employees intending to take Parental Leave should complete this application form. The Head of School/Unit should complete Part 4 and approve the application. The complete application form (all 3 pages) must be submitted to Employee Relations, HR a minimum of **six weeks** prior to the commencement of leave for final approval.

***Please note ALL FIELDS are Mandatory**

In Accordance with the Parental Leave Act, 1998, and Parental Leave (Amendment) Act, 2019

Part 1 Applicant Details

Name: _____
Staff ID: _____ Contact: _____
Unit/School: _____ Grade: _____

Part 2 Details of Leave

Start Date (first day of leave): _____
End Date (last day of leave): _____
Return to work date: _____

Method of taking leave – continuous block or reduced working week (please give full details):

Part 3 Child Details

Child's name: _____ Date of Birth: _____

Has parental leave been taken previously in respect of this child? Yes No

If NO, please submit child's birth certificate with your application.

'I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE PARENTAL LEAVE POLICY'

Signed: _____ Date: _____
Applicant



Part 4 To be completed by Head of School/Unit

The University is committed to supporting parents of young children to achieve an appropriate work-life balance. In this regard appropriate cover for parental leave will be available if required to support parents who wish to take parental leave and remove the disadvantage of increased work burden from colleagues in Schools and Units where a member of staff is taking parental leave.

Please note that cover for parental leave should take place during the approved period of leave.

Is backfill required? Yes No

If YES, please review the Human Resources Office [Management Guidelines on Cover for Temporary Vacancies](#) and HR in relation to the allocation of a temporary resource if applicable.

OR

Is pay savings* required? Yes No

*Schools/Units may request the budget pay savings related to unpaid parental leave to cover a project or discrete piece of work, instead of a temporary resource.

If YES, please provide details of work that will be undertaken (i.e. supplier, project proposal), as well as the applicable post and cost centre. Once approved, Management Accounting will transfer budget:

Post No.: _____
Cost Centre: _____

'I APPROVE THIS APPLICATION FOR LEAVE IN ACCORDANCE WITH THE PARENTAL LEAVE POLICY'

Signed: _____ Date: _____
Head of School/Unit *PRINT NAME*

Approved: _____ Date: _____
Employee Relations Manager



Parental Leave Confirmation Note

Name: _____

PPS Number: _____

School/Unit: _____

Start Date of Leave: _____

End Date of Leave: _____

Method of Taking Leave:

Employee

Signature: _____

Date: _____

Employee Relations Manager

Signature: _____

Date: _____