



TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarlthar Láir
Technological University of the Shannon:
Midlands Midwest

Parent's Leave Policy

2026-2029

HUMAN RESOURCES

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1. Introduction

TUS Parent's Leave Policy is intended to provide staff of the Technological University of the Shannon (TUS) with details on the entitlements in relation to Parent's Leave.

Relevant parents employed by the University can take parent's leave for a continuous period of nine weeks, or periods each consisting of not less than one week, to care for their new-born or adopted child.

2. Purpose of Policy

The purpose of this policy is to provide TUS staff with details of entitlements in relation to Parent's Leave.

3. Definitions

A relevant parent is one of the following:

- A parent of the child.
- A spouse, civil partner or cohabitant of the parent of the child.
- A parent of a donor-conceived child as provided for under section 5 of the Children and Family Relationships Act, 2015.
- The adopting parent or parents of a child.
- The spouse, civil partner or spouse of the adopting parent of the child (if the parents have not adopted jointly).
- Each member of a married couple of the same sex, a couple that are civil partners of each other, or a cohabiting couple of the same sex.

4. Scope

Parent's leave is available to TUS staff who are deemed to be a "relevant parent" of the child.

5. Roles and Responsibilities

5.1. Line Managers/Supervisors

- Authorise leave requests in a timely manner.
- Ensure a discussion takes place with staff member in preparation for the leave.
- Ensure fair and consistent application of leave policies
- Promote an environment of equality, diversity and inclusion which support work life initiatives.

4.2. Staff

- Read and understand this policy and make themselves aware of their obligations.
- Apply for leave within defined timelines.
- Provide required documentation
- Provide reasonable notice to the line manager/supervisor to take leave for a plan to be put in place to avoid/minimise any disruption to service.

6. Entitlements

Parent's leave allows each relevant parent nine weeks' leave, for children born or adopted, on or after 1st August 2024, and must be taken during the first two years of a child's life, or in the case of adoption, within two years of the placement of the child with the family. A pro-rata entitlement is applied to staff who do not work full time.

Parent's leave is unpaid by the University; however, staff may be entitled to Parent's Benefit from the Department of Social Protection (DSP), subject to having made the appropriate number of PRSI contributions.

7. Application Procedure & Guidelines

A Parent's Leave application should be submitted for approval via the Employee Request facility on the Employee Self Service System (ESS) at least six weeks before the date on which a staff member intends to commence parent's leave. The following must also be submitted:

In the case of a birth: A copy of the birth certificate for the relevant child.

In the case of an adoption: A copy of the placement certificate where notification is given after the date of placement.

In the case of foreign adoption, the adopting parent must obtain a Declaration of Suitability and Eligibility from the Adoption Authority of Ireland, in advance of the date of placement. As soon as possible after the date of placement, the adopting parent should provide written confirmation of the placement to Human Resources, through their line manager/supervisor.

8. Claiming Parent's Benefit

It is the responsibility of the staff member to claim Parent's Benefit. Parent's Benefit should be paid directly to the staff member, and not to the University. An application for Parent's Benefit is made online at www.mywelfare.ie . If a staff member is unable to apply online, the

staff member can request a Parent's Benefit application form by email from parentsben@welfare.ie or by phoning the Parent's Benefit Section of the DSP - 1890 690690.

Information required: Child's PPS number and TUS Employer Registration Number: 379 3434 QH

9. Postponement of Leave

The University can postpone a staff member's parent's leave for up to 12 weeks due to:

- Seasonal variations in the volume of work,
- No replacement to carry out work of staff member,
- The nature of staff member's duties,
- The number of other staff also taking parent's leave,
- Any other relevant matters.

10. Annual Leave and Public Holidays

While on parent's leave, a relevant parent will retain the right to accrue annual leave and public holidays. Any entitlements in respect of public holidays occurring while on parent's leave will be addressed, by additional annual leave. These annual leave entitlements are to be taken at a time outside of the period of parent's leave.

11. Transfer of Parent's Leave

Parent's leave cannot be transferred between relevant parents, except in specified circumstances such as the death of one of the parents

12. Monitoring Review

This Policy will be updated as required to reflect changes in applicable laws or in relevant circular letters.

The policy will be reviewed every 4 years to reflect national policy and guidelines, and national / international benchmarks of best practice.

13. Queries

For enquiries on this policy please contact the relevant HR Office:

TUS Midlands: hr.midlands@tus.ie TUS Midwest: hr.midwest@tus.ie