



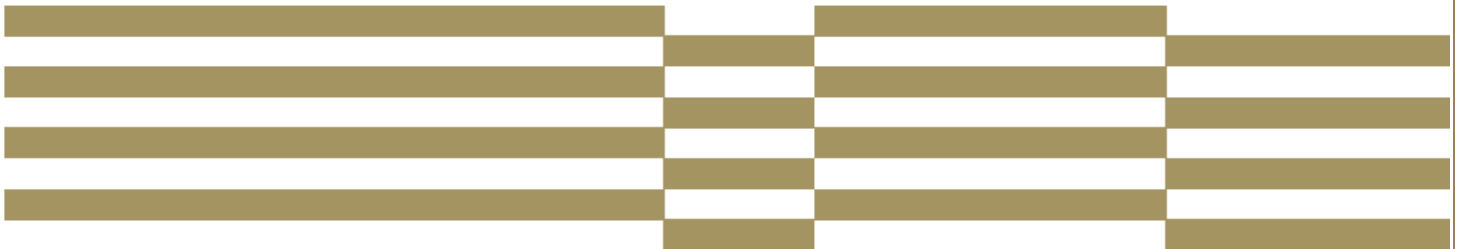
TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Parent's Leave Policy

Human Resources Department





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Revision No	Comments/Summary of Changes
1.0	AIT/LIT policies reviewed with differences identified and agreed for a TUS Policy. All Unions consulted and changes agreed.
1.1 (June 2023)	Application method updated with the ESS procedure

1. Introduction

Parent's Leave is available for eligible employees of the Technological University of the Shannon: Midlands Midwest (TU), to take 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. Entitlement

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 employees who do not work full time.

3. Eligibility

Relevant parents employed by the TU can take parent's leave for eligible children. 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.

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

4. 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 you intend to commence parent's leave. You must also submit:

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 the Human Resources Department, through their line manager/supervisor.

5. Claiming Parent's Benefit

It is the responsibility of the employee to claim Parent's Benefit. Parent's Benefit should be paid directly to the employee, and not to the employer. An application for Parent's Benefit is made online at www.mywelfare.ie. If an employee is unable to apply online, the employee 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: Your child's PPS number and TUS Employer Registration Number: 379 3434 QH.

6. Postponement of Leave

The TU can postpone an employee's parent's leave for up to 12 weeks due to:

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

7. 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.

8. 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.

Queries

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

TUS Midlands: hr.midlands@tus.ie

TUS Midwest: hr.midwest@tus.ie