



| | |
|---------------------|-----------------------|
| POLICY: | PARENT'S LEAVE POLICY |
| FIRST DRAFT: | May 2021 |
| ADOPTED: | UR2022#01 Approved |
| AMENDMENTS: | |
| REVIEW: | February 2027 |

1.0 Policy Statement

1.1 Parent's leave is available to eligible members of MIC staff to allow them to take time off from work within the first two years of the birth or adoption of their child or the child of their spouse or partner.

1.2 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

2.1 This policy applies to all employees of Mary Immaculate College.

3.0 Legislation/Other Related Policies

3.1 Relevant legislation, regulations and codes of practice in relation to this document includes:

- Parent's Leave and Benefit Act, 2019;
- Family Leave and Miscellaneous Provisions Act, 2021.

4.0 Responsibilities

4.1 It is the responsibility of each employee to comply with the provisions of this policy.

4.2 It is the responsibility of the Human Resources Office to process applications for parent's leave in accordance with legislation and this policy.

5.0 Parent's Leave

5.1 Parent's leave is unpaid leave which is available to employees who are deemed to be a relevant parent of a child. A relevant parent may be:

- a parent of the child;
- the spouse, civil partner or cohabitant of a parent of the child;
- a parent of the child where the child is a donor-conceived child;
- the qualifying adopter of the child;
- the spouse, civil partner or cohabitant of the qualifying adopter of the child;
- each individual in the couple where the child is, or is to be, adopted jointly by a married couple of the same sex or a couple that are civil partners of each other, or a cohabiting couple of the same sex.

5.2 Parent's leave may be granted in respect of births or placements that take place on or after 1st November 2019. The leave must be taken within 104 weeks of the birth or placement of the child.

5.3 A relevant parent may avail of 5 weeks parent's leave in periods of not less than one week at a time.

5.4 In the case of multiple births, or where two or more children are being adopted at the same time, only a single five-week entitlement of parent's leave applies.

6.0 Parent's Leave Application Process

6.1 A written application specifying the dates on which parent's leave is to be taken must be submitted to the HR Office at least 6 weeks before the intended commencement date of the leave.

6.2 The application must be accompanied by appropriate supporting documentation e.g. medical certificate confirming expected due date, birth certificate of placement certificate, where such documentation has not already been provided in respect of another leave application.

6.3 The HR Office will consult with the employee's line manager and will confirm approval of the application or will advise that the leave must be postponed in accordance with section 7.1 of this policy.

6.4 Where the birth of the child occurs 4 or more weeks prematurely, the relevant parent will be deemed to have complied with their notice of intention to take parent's leave obligations if notice is given in the period of 7 days commencing on the date of confinement.

7.0 Postponement of Parent's Leave

7.1 The College may postpone the proposed commencement date of parent's leave may for up to 12 weeks in certain circumstances. Postponement may arise where the College is satisfied that the taking of the parent's leave at the time specified in the notification would have a substantial adverse effect on the operation of College business, by reason of:

- (a) seasonal variations in the volume of work concerned;
- (b) the unavailability of a person to carry out the applicants duties during the period of the leave;
- (c) the nature of the applicants duties; or
- (d) the number of other colleagues availing of parent's leave during the period.

7.2 If the postponement of leave under section 8.1 results in the child reaching the age of 2 years before the leave has been taken, the period within which the leave must be taken (104 weeks) will be extended by up to 12 weeks.

7.3 An employee who is a relevant parent may postpone a period of parent's leave where the date of birth occurs after the date selected by a relevant parent in their notification to the College or where the date of placement is postponed in the case of adoption. The relevant parent may select another date on which parent's leave will commence.

7.4 If the child is hospitalised, the employee may request in writing to postpone all or part of their parent's leave. The postponed leave must be taken not later than 7 days after the discharge of the child from hospital or such other date as may be agreed between the relevant parent and the College.

8.0 Parent's Benefit

8.1 Employees do not receive salary from the College while on parent's leave. However, an employee can apply for Parent's Benefit online at www.mywelfare.ie.

9.0 Audit and Review

9.1 This Policy will be reviewed five years from the date of its adoption by *An tÚdarás Rialaithe* or earlier if required by a change in legislation. The Director of Human Resources will initiate the review.