



ST. PATRICK'S CENTRE (KILKENNY)
Unit 11/12,
Danville Business Park,
Ring Road,
Kilkenny.

Policy Document

POLICY TITLE:

PARENTAL LEAVE

Prepared by:
Adrienne Hayes
Fionnuala Fenton


Approval Date:
July 2016
April 2020

Review Date:
July 2018
April 2022

Policy Number

24 – Other Policies

Approval By

Signed: 
CEO (Interim)

Signed: 
Board Member

Mission Statement

To enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision

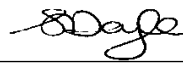
Review Date: 28.04.2020 Revision No: 1	Amendments required:	New Revision Status: 28.04.2022
Author: Adrienne Hayes Fionnuala Fenton	Approved By: Signed:  CEO (Interim)	

Table of Contents

1.0	Policy Statement:	3
2.0	Scope:.....	3
3.0	Responsibilities:.....	3
3.1	Responsibilities of the Employee:.....	3
3.2	Responsibility of Line Manager:.....	3
3.3	Responsibility of Human Resources:	3
4.0	Policy:	3
4.1	Entitlements and Conditions:	3
4.2	Applying for Parental Leave:	5
4.3	Taking of Parental Leave:	5
4.4	Postponement of leave:	5
4.5	Sickness while on Parental Leave:	5
4.6	Employment rights protection:.....	6
4.7	Abuse of Leave:	6

1.0 Policy Statement:

1.1 This policy provides parents with a temporary unpaid break from work to take care of young children as per the Parental Leave Acts 1998 to 2006

2.0 Scope:

2.1 This policy covers all part time and fulltime employees of St. Patrick's Centre, Kilkenny (SPC) provided that they meet the conditions outlined below. Specifically, an employee must have one year's continuous service with SPC before he/she is entitled to take parental leave.

3.0 Responsibilities:

3.1 Responsibilities of the Employee: To abide by this policy and provide all requests in a timely manner.

3.2 Responsibility of Line Manager: Line Managers have responsibility for the effective implementation of this Policy. They will ensure that the required action is implemented and monitored, and that information required to evidence compliance with this Policy is provided to Human Resources (HR) in a timely fashion.

3.3 Responsibility of Human Resources: HR will support management with the implementation of this policy by providing recommendations and making the leave forms available. HR will be responsible for ensuring all employees are made aware of the Policy.

4.0 Policy:

4.1 Entitlements and Conditions:

- Since the 1st September 2019, Parents of children or in Loco Parentis with children under the age of 12 or sixteen (16) years of age in the case of a child with a disability are entitled to 22 weeks continuous unpaid leave from employment for each child. Both parents are entitled to the 22 weeks.
- Since 1 September 2019 the amount of parental leave available for each child amounts to a total of 22 working weeks per child.
- Under the Parental Leave (Amendment) Act 2019 the amount of parental leave that you can take has increased from 18 weeks to 26 weeks. This increase is being phased in over a 2-year period.
 1. From 1 September 2019, you can take up to 22 weeks parental leave
 2. From 1 September 2020, you can take up to 26 weeks parental leave

- Where an employee has more than one child, parental leave is limited to 22 weeks in a 12-month period, this can be longer if the employer agrees. Parents of twins or triplets can take more than 22 weeks of parental leave in a year.
- Before 1 September 2019, parental leave was 18 weeks for each eligible child and parents could only take parental leave before a child's 8th birthday.
- Except in certain exceptional circumstances, any remaining untaken leave expires on the child's twelfth birthday. The leave must be taken before the child reaches eight years of age. In the case of a child with a disability the leave must be taken before the child reaches 16 years of age.
- In the case of an adopted child, who is under six years at the time of the adoption, the leave must be taken before the child reaches eight years of age. If the child is aged between six and eight years, at the time of the adoption, the leave must be taken within two years of the adoption order.
- If the child is aged between 8 and 10 years at the time of adoption, the leave must be taken within 2 years of the adoption order.
- Each parent has a separate entitlement to parental leave from his or her job, 14 of the 22 weeks may be transferred between parents working in the same company with the agreement of the employer.
- Where a parent has more than one child, no more than 22 weeks' parental leave may be taken in any 12-month period, except in the case of multiple births.
- An employee must have one year's continuous service with the employer before he/she is entitled to take parental leave.
- If an employee has moved to a new position within the company, they must have successfully completed their probation of their current role before becoming eligible to apply for parental leave.
- However, if an employee has more than three months' service, and where the child is approaching the age threshold (i.e. the child is due to turn 8 in the next 6 months), he or she will be entitled to one week's parental leave for every month of continuous employment completed with the company as per the time of application. (i.e. if 4 months are completed = 4 weeks until the employee reaches the 1-year mark)
- Full time and part time employees (pro rata), can avail of the entitlement once they fulfil the above criteria.

4.2 Applying for Parental Leave:

If applying for parental leave you must fill out and submit a parental leave form, no later than six weeks before the commencement of the leave. The request must specify the commencement date, duration and mechanism for taking parental leave.

If you wish to revoke your notice of intention to take parental leave, you must do so in writing to the company, at least four weeks before the leave is due to commence. After both parties have signed the document, alterations to this document can only be made by agreement between both parties.

4.3 Taking of Parental Leave:

Parental leave may be taken as a continuous block of 22 weeks, or two blocks of eleven weeks with a minimum of 10 weeks between each block.

In individual circumstances, parental leave may be broken up into a division of weeks or days, over a continuous period of time. This arrangement will be at management's discretion and only approved where it is operationally viable.

4.4 Postponement of leave:

The company may decide to postpone parental leave, for up to six months, if satisfied that granting the leave would have a substantial adverse effect on the service provision. Factors such as seasonal variations in the volume of work, unavailability of staff, busy leave periods or other aspects that may affect the service provision can contribute to this.

If the leave is postponed, an employee will be informed in writing, no later than four weeks before the proposed date of commencement of the leave, specifying the grounds for the postponement. The company will consult with the employee before any notification of postponement is given.

4.5 Sickness while on Parental Leave:

In the event that you become ill while on parental leave, and are *unable to take care of the child*, you are required to make contact with the SPC. The period of parental leave will be suspended, and the sick leave procedure will be applied, which will require medical certificates from the employee. On completion of the certified leave, the employee may resume their parental leave. A "fitness for work" certificate will be required as per the sick leave policy.

4.6 Employment rights protection:

All employment rights are protected while on parental leave. Employees will return to their normal job on completion of the period of parental leave.

Employees retain an entitlement to any public holidays falling during a period of parental leave. The Act provides that a corresponding number of days in lieu of public holidays shall be added to the end of the period of leave.

Annual leave accrues at normal rate during periods of parental leave.

4.7 Abuse of Leave:

Parental leave is granted solely for the purpose of taking care of the child concerned. This leave may be terminated if it not used for this purpose and an employee may be subject to disciplinary action, up to and including dismissal.