



**etbi**

Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

# PARENT LEAVE

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## POLICY

*For all staff in  
Education and  
Training Boards  
Ireland*

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Document Reference Number	HR025 Parent Leave Policy
Implementation Date	27th July 2020
Review Date	26th July 2022
Next Review Date	26 <sup>th</sup> July 2023
DES Circular Letter	Parent’s Leave and Benefit Act 2019
Date approved by ETBI Board	26 <sup>th</sup> January 2021

## Parent Leave Policy for all staff in Education and Training Boards Ireland

This policy must be brought to the attention of all staff employed by and seconded to ETBI including those on approved leave of absence.

ETBI will provide this policy to all staff through appropriate means (e.g. direct correspondence, SharePoint, CPD, induction and mentoring programs and/or on the ETBI website).

Any queries in relation to the ETBI Parent Leave policy should be communicated to [internalpolicies@etbi.ie](mailto:internalpolicies@etbi.ie) in the first instance.

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## 1. PURPOSE

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The Education and Training Boards Ireland (ETBI) is dedicated to the implementation of legislation and policy which promotes work-life balance. The objective of the policy is to communicate the statutory entitlement of employees taking parental leave and sets out the arrangements for the administration of same. The parent leaves policy reflects the commitment of Education and Training Boards Ireland (ETBI) to the promotion of equality and will be fully compliant with the provisions of the Parent's Leave and Benefit Act 2019.

## 2. STAFF MEMBERS COVERED BY THIS POLICY

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An employee who is on a permanent/CID/ fixed term/fixed purpose contract of employment shall have full parent leave entitlements during the term of the contract.

## 3. WHO CAN TAKE PARENT LEAVE

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*Relevant parents* can take parent 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

## **4. POLICY STATEMENT**

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Parent's leave entitles each parent to 7 weeks' leave during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family.

Each parent is entitled to 7 weeks of paid parent's leave for a child born or adopted on or after 1 November 2019. The leave period remains the same in the case of multiple births, for example, if you have twins or if you adopt two or more children at the same time.

Education and Training Boards Ireland (ETBI) will not pay salary for the period of Parent's Leave, and accordingly, salary will be adjusted. The parent's benefit is payable by the Department of Employment Affairs and Social Protection (DEASP) if sufficient social insurance (PRSI) contribution has been paid. The most efficient way to apply for Parent's Benefits is online at [www.mywelfare.ie](http://www.mywelfare.ie). When making an application for Parent's Benefit, the employer's registration number is required. (Please note that if you are seconded to ETBI, you must use your host employer's registration number).

If you are unable to apply online, the Parent's Benefit application form can be requested from the Parent's Section by calling 1890 0690690 or by email at [parentsben@welfare.ie](mailto:parentsben@welfare.ie)

## **5. HOW THE PARENT LEAVE WILL BE TAKEN**

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Parent's leave can be taken in 5 weeks together, or you can take separate weeks of leave. It is not transferable between parents.

## **6. SALARY/PAY WHEN ON PARENT LEAVE**

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The period of unpaid absence will not be reckonable for superannuation purposes. All other deductions from salary/wages will also cease to be made by Education and Training Boards Ireland (ETBI) or the host employer when there are insufficient or no earnings available to make these payments. The

individual concerned may make special provision to have deducted payments made in advance. To do so he/she will contact the HR Office directly to make the necessary arrangements about superannuation contributions or payroll about other deductions for any unpaid time.

## **7. PROCEDURE**

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Parent's leave should be applied for in writing to the Human Resources Office 6 weeks in advance of the intended commencement. The request must specify the commencement date, the way the leave will be taken and how long the leave will last. The appropriate line manager will be informed by the Human Resources office of the request and provide a recommendation as to whether approval should be granted, with consideration given to operational aspects and related matters.

The line manager and the HR/IR Governance Officer will make the decision, which will be discussed with the staff member, and then put formally in writing. HR/IR Office will notify the host employer if they are on a secondment arrangement.

## **8. OTHER RULES FOR PARENTS LEAVE**

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You are treated as being employed while on parent's leave. You are entitled to return to your job after parent's leave.

- Annual leave – you can build up annual leave while you are on parent's leave.
- Public holidays – you are entitled to any public holidays that occur during your parent's leave.
- PRSI contributions – you can get credited PRSI contributions while you are on parent's leave.

## **9. STAFF SECONDED TO ETBI AVAILING OF PARENT LEAVE**

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The Parent Leave regulations, procedures applicable to the employee's substantive grade will be applied by the substantive employer.

## **10. VARIATION**

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The policy may be amended at any time following consultation between management and staff.

## **11. REVIEW OF POLICY**

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There will be a review of this policy two full years after its introduction or earlier if deemed necessary by ETBI management.

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