



## APPLICATION FOR PATERNITY LEAVE

### PART 1: APPLICATION

<b>SCHOOL/CENTRE/SECTION:</b>	
<b>NAME:</b>	

I hereby make an application for Paternity Leave (not exceeding 2 consecutive weeks)

**From:**

**To:**

**Signature of Staff Member:**

**Date:**

**Signature of Principal:**

**Date:**

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### PART 2: CONFIRMATION

I wish to confirm that Paternity Leave has been granted in respect of the details outline above in accordance with Circular 0057/2016 and Circular 0066/2016

**Signed :** \_\_\_\_\_ **Date:-** \_\_\_\_\_

Director of Schools / Director of Further Ed / Director of Organisation Support and Development

**Note: A teacher who wishes to take Paternity leave must provide his employer, with at least 4 weeks' notice of date(s) on which he intends to take this leave.**

## Paternity Leave

- Paternity leave is paid and is separate from parental leave.
- It is limited to a maximum of 14 days, to be utilised within 6 months of your child's birth
- **Application Procedure:** Applications for Paternity Leave to be signed by applicant and by Principal/ Centre/Section Head before submitting to HR Section. Application needs to be emailed to [leaveapplications@lmetb.ie](mailto:leaveapplications@lmetb.ie)
- If the applicant pays Class A PRSI contributions PB2 Form should be submitted with this form along with medical certificate confirming due date. This form is available from the DSP or online at: [www.welfare.ie](http://www.welfare.ie)