

Parental Leave

Part 1: Application

School/Centre/Section:

Name:

I hereby make an application for Parental Leave in respect of:

Name of Child:

Child's Date of Birth:

I propose to take the leave in accordance with Circular Letters 0027/13, 0030/2017 17/99, 0054/2019 and PPT 1/04 as follows:

Please tick

- ☐ In one continuous block of 26 weeks
- ☐ In separate periods of weeks as follows:
- ☐ Other (please specify)

Dates of Parental leave as follows:

No. of wks: From To

No. of wks: From To

No. of wks: From To

No. of wks: From To

No. of wks: From To

I hereby confirm that I have not, heretofore, exhausted my entitlement to Parental leave for the child named above nor have I been granted Parental Leave by another employer.

Signature of Staff member:

Date:

Signature of Principal:

Date:

Birth Certificate Attached: Yes ☐ No ☐

Part 2: Confirmation

I wish to confirm that parental leave has been granted in respect of the details outlined above in accordance with Circulars 17/99, 26/2013 & 27/2013:

Signed : _____ **Date:-** _____

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

A copy of this document should be retained by the applicant for Parental Leave.
Once signed no amendment can be made to this document without the agreement of both parties.

NOTES RE: PARENTAL LEAVE APPLICATION FORM

- Please note the provisions of Section 5 of Circular Letter 17/99 and Section 12 of Circular Letter 26/2013 or 27/2013 which specifies that this document must be prepared and emailed to the **HR Section**, leaveapplications@lmetb.ie , not later than 6 weeks before the commencement of Parental Leave.
- The birth certificate of the child and, where applicable, evidence of the date of the adoption order of the child, should accompany this application.