

APPLICATION FOR PARENTS LEAVE

PART 1: APPLICATION

SCHOOL/CENTRE/SECTION:		
NAME:		
Childs Name:		
Your PPSN:		
Childs Date of Birth:		Copy of Birth Cert attached: <input type="checkbox"/> Y / N
Have you applied for Parents leave for this child previously if So, how many weeks:	Y/ N <input type="checkbox"/>	Number of weeks previously applied for: _____

I hereby make an application for Parent's Leave (not exceeding 7 weeks in total per child)

From:	<input type="text"/>	To:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>
From:	<input type="text"/>	To:	<input type="text"/>
Signature of Staff Member:	<input type="text"/>	Date:	<input type="text"/>
Signature of Principal / Centre Head:	<input type="text"/>	Date:	<input type="text"/>

PART 2: CONFIRMATION

I wish to confirm that Parents Leave has been granted in respect of the details outlined above in accordance with the new legislation brought in from 01/07/2022.

Signed : _____ **Date:-** _____

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

Note: An Employee who wishes to take Parents leave must provide their employer, with at least 6 week's notice from date(s) on which they intend to take this leave.

Data Protection Privacy Statement

The main purpose for which LMETB requires you to provide this personal data to your employer is to enable your Parent's Leave application to be processed. LMETB will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request.

The Privacy Notice outlining further information in relation to this Application Form can be found on gov.ie. Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on gov.ie. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.