



Parental leave application procedure:

- Parental Leave is a period of unpaid leave and is specifically intended for the care of children.
- As and from 01/09/2020 you are entitled to 26 weeks Parental leave in respect of each child up to the age of 13 years or 16 years in the case of a child with a disability and or long term illness.
- Parental leave must be applied for on the LMETB Parental leave application form provided, no later than 6 weeks before the commencement of parental leave. Your application form must be signed by your Principal, Centre head etc. and accompanied by a copy of your child's birth cert.
- Applications can be either emailed to leaveapplications@lmetb.ie or posted to the HR Section, LMETB, Abbey Road, Navan, Co. Meath
- For further details please relevant Circular letters on LMETB website.