



Paternity leave application procedure:

- Paternity leave is a single period of 2 consecutive weeks paid leave, available to a parent on the birth / adoption of a child.
- 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 no later than 4 weeks before the commencement date.
- If the applicant pays Class A PRSI contributions PB2 Form should be submitted with this form along with medical certificate confirming due date or Birth cert. The PB1 and PB2 form is available from the DSP or online at: gov.ie - [Paternity Benefit \(www.gov.ie\)](http://gov.ie)
- On Receipt of your application the PB2 will be completed and returned to yourself along with your med cert confirming due date or birth cert. You will then need to complete the PB1 form yourself, and send it along with the PB2 form and copy of your child's birth cert or Med cert stating the due date of your baby and send them to the Paternity Benefit Section, Department of Employment Affairs and Social Protection (address on the application). Please note you will need to enter your own bank account on the PB1 form.