



## Paternity Leave Form

In Accordance with the Paternity Leave Act, 2016

This application must be fully completed at least 6 weeks before the commencement of the Paternity Leave.

Before completing this form you must read the University's Paternity Leave Policy (available on the Human Resources Office website.)

If you pay Class A PRSI contributions the relevant form (PB1) should be submitted to the Department of Social Protection.

<p><b>Personal Details</b></p> <p>Name: .....</p> <p>School/Unit: .....</p> <p>Extension No: .....</p>	<p>Staff ID No: .....</p> <p>Line Manager: .....</p>
--	--

**IMPORTANT:** Please note that if your contract of employment is due to terminate during your paternity leave, your entitlement to benefits under the University's contractual schemes will end on the contract end date. However, you will continue to be paid any remaining statutory paternity pay to which you are eligible. Your contract of employment will not automatically be extended because you are on paternity leave.

Date of Birth of the child: .....

Date of Placement (in the case of Adoption) of the child: .....

I wish to commence my paternity leave on: .....

**Note:** Paternity leave can begin at the time of the birth/adoption or within 26 weeks of the birth/placement of the child. Paternity leave cannot commence earlier than the expected date of birth or date of placement of the child and cannot commence later than 26 weeks after the date of birth or the date of placement of the child.

**“I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE PATERNITY LEAVE POLICY”**

Signed: \_\_\_\_\_  
*Employee*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Manager/Head of Department*

Date: \_\_\_\_\_