

Maynooth University Parental Leave Scheme Application Form

Parental Leave is granted solely for the purpose of taking care of the child named below. This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to serious disciplinary action up to and including dismissal.

Application for Parental Leave should be approved by your Head of Department and then submitted to Maynooth University Human Resources Office, Riverstown Lodge, South Campus for final approval and implementation **no later than 6 weeks** before the proposed commencement date, under Section 8(1) of the Act.

Please note, any public / university holidays which fall during the period of Parental Leave will be added on to the end of the period.

Application

Under the Parental Leave Act 1998-2019, I hereby give notice of my intention to take Parental Leave with the purpose of taking care of my child.

Employee: _____ **Staff No:** _____

Department: _____ **Extension No:** _____

Name of Child: _____ **Date of Birth:** ____ / ____ / ____

Date of Commencement of Employment: ____ / ____ / ____ (DD/MM/YY)

If Part-Time or Job Sharing please state pattern of working week: _____

Periods of Parental Leave already taken in respect to this child / another child:

(with Maynooth University): _____

(with another employer): _____

Pattern of Leave

Please note that the pattern of Leave must be **discussed** and **agreed** in advance with your **Head of Department**.

Proposed Date of Commencement of Parental Leave: ____ / ____ / ____ (DD/MM/YY)

Proposed Duration of Parental Leave: _____

Proposed Manner in which Parental Leave to be taken: _____

(please provide a brief description) _____

Proposed Return Date: ____ / ____ / ____ (DD/MM/YY)

Declaration

I declare that the information given above is accurate and complete.

Signature of Employee: _____ **Date:** _____

Approved by Head of Department: _____ **Date:** _____

Approved by Human Resources: _____ **Date:** _____