

Document Title: Parental Leave Policy

Document Number: HF14

Revision: Rev 2

REVISIONS & APPROVALS

REV NO.	DATE	DESCRIPTION	ORIGINATOR	CHECKED	APPROVED
1	13.11.2023	PRELIMINARY ISSUE	LO'D	JT	GM
2	20.05.2024	REBRAND OF COMPANY NAME, LOGO	LO'D	JT	GM

1.0 Introduction

1.1 Rockwell provides Parental Leave in accordance with statutory requirements, as outlined in the Parental Leave Act 1998, the Parental Leave (Amendment) Act 2006 and the Parental Leave (Amendment) Act 2019, in addition to Maternity, Adoptive, Paternity and Parent's Leave entitlements.

1.2 Parental leave is the term used to describe leave from work taken by parents to take care of their young children.

2.0 Purpose

2.1 This policy specifies the arrangements in place at Rockwell for the administration, monitoring and application of Parental Leave.

3.0 Scope

3.1 Parental Leave entitles full-time Rockwell employees' deemed to be a 'relevant parent' up to 26 weeks' leave before the 12th birthday of their child. This is unpaid leave from work, as well as unpaid leave from the State.

3.2 In the case of a child having a disability or a long-term illness, Parental Leave is available to employees deemed a 'relevant parent' until the child reaches 16 years.

3.3 In the case of a part-time employee, the amount of Parental Leave that they are entitled to will be calculated on a pro-rata basis.

4.0 Eligibility

4.1 Parental Leave is available to employees who are deemed to be the "relevant parent" of a child, under the age of 12 (or 16 in the case of a child with a disability or a long-term illness). Under the Parental Leave Act, a relevant parent is defined as one of the following:

- The parent of a child.
- The adoptive parent of a child.
- A person acting in loco parentis of a child.

5.1 Entitlement & Conditions

5.1 Parental Leave will apply to all qualifying employees with at least one year's service. Where the child is nearing 12 (or 16 in the case of a child with a disability or a long-term illness), and the parent has more than 3 months but less than 1 year's service with the employer, the employee will then be entitled to Parental Leave, calculated on a pro-rata basis.

5.2 Parental Leave must be taken either as one continuous period or in 2 separate blocks of at least 6 weeks each (there must be a gap of at least 10 weeks between the 2 periods of parental leave per child). In the case of consent from the employer, the Parental Leave can be taken by the employee in shorter spans, singular days or hours. It is the wish of Rockwell to accommodate employees where at all possible.

5.3 Parental Leave must be taken before the child reaches the age of 12 years (or 16 years in the case of a child who has a disability or long-term illness).

5.4 An employee is entitled to leave for any Public Holidays that occur during their Parental Leave. It is the policy of the Company that accrued Public Holiday entitlement must be taken immediately following the Parental Leave.

5.5 The leave will commence on the date the relevant parent selects in his/her written notification, via the application form attached to this document.

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5.6 You can take up to 26 weeks Parental Leave for each eligible child. If you have more than one child, Parental Leave is limited to 26 weeks in a 12-month period. This can be longer if your employer agrees.

5.7 Parents of twins or triplets can take more than 26 weeks of parental leave in a year.

5.8 Parental Leave entitlement is extended to persons acting in loco parentis in respect of a child.

5.9 An employee may qualify to get credited PRSI contributions while on Parental Leave. More information is available from www.welfare.ie.

5.10 Each parent has a separate entitlement to Parental Leave from their job. Parental Leave is non-transferrable between parents, except where both parents are employed by the same employer, and where the employer gives consent for the leave to be transferable, one employee/parent can transfer up to fourteen weeks' entitlement to the other employee/parent.

6.0 Employment Rights

6.1 Parental Leave is unpaid leave.

6.2 An employee on Parental Leave retains all rights, except those relating to remuneration. While on Parental Leave, an employee will not receive remuneration.

6.3 An employee retains their normal entitlements to Public Holidays that occur during a period of Parental Leave.

6.4 An employee accrues annual leave as normal during a period of Parental Leave.

6.5 Probationary periods, training and apprenticeships (where applicable) will be extended by the period of Parental Leave.

7.0 How to Apply

7.1 An employee must give written notice, by way of a completed Parental Leave Application Form, to their Manager and the HR Department of their intention to take Parental Leave as soon as is practicable, and, in any event, no later than 4 weeks before they propose to commence the leave. This notice must include the following details:

- The date on which they intend to commence leave.
- Duration of the leave.
- The manner in which they propose to take the leave.
- The child to whom the leave applies.
- Their signature.

A birth certificate or official document confirming the date of birth of the child will also need to accompany the written application for Parental Leave.

7.2 The employee will also be required to sign a confirmation document, confirming the details of their Parental Leave, at least 4 weeks before the leave is scheduled to commence. (See attached.)

8.0 Postponement of Parental Leave

8.1 In certain limited circumstances, Rockwell may need to exercise its right to postpone, for a period up to six months, their employee's intended Parental Leave commencement date. The postponement may arise where the Company is satisfied that the taking of the Parental Leave at the time specified in the application would have a substantial adverse effect on its operations, by reasons such as:

- Seasonal variations in the volume of work concerned.

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- The unavailability of another employee to carry out the duties during the period of the leave.
 - The number of other employees' availing of Parental Leave during the same period.

8.2 Rockwell will only refuse an application for Parental Leave where an employee has no entitlement to the leave.

9.0 Unforeseen Circumstances

9.1 In the event of unforeseen circumstances, where an employee wishes to amend their period of Parental Leave, the employee needs to bring the matter to the attention of their Manager and the HR Department without delay, in the strictest of confidence, in order for the Company to make every effort to accommodate the employee.

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Parental Leave Application

This application form must be completed & submitted no less than 4 weeks prior to proposed commencement of leave date.

SECTION A: PERSONAL DETAILS (BLOCK LETTERS)

Employee First Name:	<input type="text"/>	Email:	<input type="text"/>
Employee Surname:	<input type="text"/>	Mobile Number:	<input type="text"/>
PPSN:	<input type="text"/>	Line Manager:	<input type="text"/>

SECTION B: DETAILS OF LEAVE

The proposed start date of your leave:

The proposed end date of your leave:

Duration of leave in weeks:

Please specify how you intend to take the leave:

Please specify the child for whom the leave is requested:

SECTION C: AGREEMENT AND APPROVAL

Approval from SLT is required for parental leave exceeding two weeks

Employee Signature:	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line Manager Signature:	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
HR Signature:	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
SLT Signature:	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: This application must be accompanied by a birth certificate or official document confirming the date of birth of the child.