

Document Title: Parent's Leave Policy

Document Number: HF12

Revision: Rev 4

REVISIONS & APPROVALS

REV NO.	DATE	DESCRIPTION	ORIGINATOR	CHECKED	APPROVED
1	05.12.2021	PRELIMINARY ISSUE	LO'D	JT	MJC
2	01.07.2022	REV.2 ISSUE	LO'D	JT	GM
3	04.01.2024	CHANGE TO BENEFIT AMOUNT	LO'D	JT	GM
4	01.08.2024	INCREASE TO LEAVE AMOUNT	LO'D	JT	GM

1.0 Introduction

Rockwell Engineering provides Parent's Leave in accordance with statutory requirements, as outlined in the Parent's Leave and Benefit Act 2019 and as amended in the Family Leave and Miscellaneous Provisions Act 2021, in addition to Maternity, Adoptive, Paternity and Parental Leave entitlements.

2.0 Purpose

2.1 This policy specifies the arrangements in place at Rockwell Engineering for the administration, monitoring and application of Parent's Leave.

3.0 Scope

3.1 Parent's Leave entitles eligible employees' to 9 weeks' leave within the first two years' of the birth or adoption of their child or the child of their spouse or partner. This is unpaid leave from work, with a State-paid Parent's Leave standard benefit of €274 per week, (at the same rate as Maternity, Adoptive and Paternity Benefit) provided the employee has made sufficient PRSI contributions.

4.0 Eligibility

4.1 Parent's Leave is available to employees who are deemed to be the "relevant parent" of a child. Under the Act, a relevant parent is defined as one of the following:

- a parent of the child;
- a spouse, civil partner or cohabitant of the parent of the child;
- a parent of a donor-conceived child as provided for under section 5 of the Children and Family Relationships Act 2015;
- the adopting parent or parents of a child;
- the spouse or civil partner of the adopting parent of the child (if the parents have not adopted the child together).

4.2 To qualify for Parent's Benefit, you must have paid sufficient pay related social insurance (PRSI) contributions. If you have received Maternity Benefit, Adoptive Benefit, or Paternity Benefit for your child, you will automatically satisfy the PRSI contributions requirement for your Parent's Benefit entitlement.

Further details on eligible PRSI Contributions can be found on www.welfare.ie.

5.0 Entitlement & Conditions

5.1 Parent's Leave will apply to births/placements that take place on or after the 1st of August, 2024.

5.2 Parent's Leave must be taken either as one continuous period of 9 weeks' leave or periods of not less than one week at a time.

5.3 Parent's Leave must be taken within two years' of the child's birth, or child's placement in the case of adoption.

5.4 Accrued Public Holiday entitlement must be taken immediately following the Parent's Leave.

5.5 The leave will commence on the date the relevant parent selects in his/her written notification.

5.6 In the case of multiple births, or where two or more children are being adopted at the same time, only a single seven-week entitlement of Parent's Leave applies.

5.7 Parent's Leave entitlement is extended to persons acting in loco parentis in respect of a child.

5.8 An employee on Maternity Leave may take their Parent's Leave once their standard Maternity Leave has concluded. If the employee avails of additional Maternity Leave, they may take the Parent's Leave after both have concluded.

Title	Doc.no.	Date	Rev	Page
Parent's Leave Policy	HF12	01.08.2024	4	2 of 5

5.9 Each parent has a separate entitlement to Parent's Leave from their job. However, Parent's Leave is non-transferrable between parents.

5.10 An employee who qualifies for Paternity Leave may need to consider drawing down their Paternity Leave before availing of Parent's Leave, because Paternity Leave, if the employee is availing of it and is entitled to it, must commence within 26 weeks of the child's birth.

6.0 Employment Rights

6.1 Parent's Leave is unpaid leave.

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

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

6.4 An employee accrues annual leave as normal during a period of Parent's Leave.

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

6.6 An employee may be entitled to credited PRSI contributions while on Parent's Leave. If you have received Maternity Benefit, Adoptive Benefit, or Paternity Benefit for your child, you will automatically satisfy the PRSI contributions requirement for your Parent's Benefit entitlement. Further details on eligible PRSI Contributions can be found on www.welfare.ie.

7.1 How to Apply

7.1 An employee must give written notice, by way of a completed Parent's Leave Application Form, to their Manager and the HR Department of their intention to take Parent's Leave as soon as is practicable, and, in any event, no later than 6 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 medical certificate confirming the date of birth of the child will also need to accompany the written application for Parent's Leave.

8.0 Postponement of Parent's Leave

8.1 In certain limited circumstances, Rockwell Engineering may need to exercise its right to postpone for up to 12 weeks their employee's intended Parent's Leave commencement date.

This postponement may arise where the Company is satisfied that the taking of the Parent's Leave at the time specified in the notification would have a substantial adverse effect on its operations by reason of such examples as:

- seasonal variations in the volume of work concerned,
- the unavailability of another employee to carry out the duties during the period of the leave,
- the nature of the duties being carried out by the employee,
- the number of other employees' availing of Parent's Leave during the same period

If this postponement results in the child to whom the application for leave relates reaching two years before the leave has been drawn down, the 104 weeks cap can be extended by up to an additional 12 weeks.

8.2 A qualifying parent can postpone parent's leave if their child is in hospital, provided that it is taken within seven days of the discharge of the child from hospital, or another date on mutual agreement by both the employer and employee.

Title	Doc.no.	Date	Rev	Page
Parent's Leave Policy	HF12	01.08.2024	4	3 of 5

9.0 Unforeseen Circumstances

9.1 In the event of unforeseen circumstances, such as the premature birth of a child, the hospitalisation of a child or the delayed birth of a child, where an employee wishes to amend their period of Parent's Leave, the employee needs to bring the matter to the attention of their Manager and the HR Department without delay, in order for the Company to make every effort to accommodate the employee.

Title	Doc.no.	Date	Rev	Page
Parent's Leave Policy	HF12	01.08.2024	4	4 of 5

Parent's Leave Application

This application form must be completed & submitted no less than 6 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:	<input type="text"/>	<input type="text"/>	<input type="text"/>
The proposed end date of your leave:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Duration of leave in weeks:	<input type="text"/>		
Please specify how you intend to take the leave:	<input type="text"/>		
Please specify the child for whom the leave is requested:	<input type="text"/>		

SECTION C: AGREEMENT AND APPROVAL

Approval from SLT is required for parent's 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.