

Document Title: Paternity Leave Policy

Document Number: HF11

Revision: Rev 2

REVISIONS & APPROVALS

REV NO.	DATE	DESCRIPTION	ORIGINATOR	CHECKED	APPROVED
1	13.11.2023	PRELIMINARY ISSUE	LO'D	JT	GM
2	02.01.2024	Paternity Benefit Rate Increase	LO'D	JT	GM

1.0 Introduction

1.1 Rockwell provides Paternity Leave in accordance with statutory requirements, as outlined in the Paternity Leave and Benefit Act 2016, and in addition to Maternity, Adoptive, Parent's and Parental Leave entitlements.

2.0 Purpose

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

3.0 Scope

3.1 Paternity Leave entitles eligible employees to 2 weeks' leave within the first twenty-six weeks of the birth or adoption of their child, or the child of their spouse or partner. This is paid leave from work, with a State-paid Paternity Leave standard benefit of €274 per week, made payable to the employee (at the same rate as Maternity, Adoptive and Parent's Leave Benefit), provided the employee has made sufficient PRSI contributions. This payment is currently not supplemented by Rockwell.

4.0 Eligibility

4.1 Paternity 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:

- The father of the child;
- The partner (spouse, civil partner or cohabitant) of the mother of the child;
- The parent of a donor-conceived child;
- The adopting parent of a child (see note below);
- The spouse or civil partner of the adopting parent of the child (if the parents have not adopted the child together).

For an adopted child, the relevant parent is the parent who is not the qualifying adopter for Adoptive Leave (the parent nominated by the couple to take the Adoptive Leave).

A person adopting alone can avail of Paternity Leave where they are not availing of Adoptive Leave.

4.2 All employees (including part-time and casual workers) who are relevant parents can take 2 weeks' Paternity Leave from employment. Paternity Leave must be taken as 1 continuous period of 2 weeks, at any time within twenty-six weeks of the birth (or placement in the case of adoption) of the child. Your entitlement to this leave is not affected by how long you have been working for Rockwell or how many hours you work per week. If more than one child is born or adopted at the same time (such as twins), your entitlement remains as only one single period of 2 weeks' Paternity Leave.

4.3 To qualify for Paternity Benefit, you must have paid sufficient pay related social insurance (PRSI) contributions.

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

5.0 Entitlement & Conditions

5.1 Paternity Leave applies to births/placements that take place on or after 01st September, 2016.

5.2 Paternity Leave must be taken as one continuous period of 2 weeks' leave. Availing of a lesser period of leave is possible, but it will still result in exhausting your entitlement to Paternity Leave in full.

5.3 Paternity Leave must be taken within twenty-six weeks of the child's birth, or child's placement in the case of adoption.

Title	Doc.no.	Date	Rev	Page
Paternity Leave Policy	HF11	02.01.2024	2	2 of 5

5.4 You are entitled to leave for any public holidays that occur during your Paternity Leave. It is the policy of the Company that accrued Public Holiday entitlement must be taken immediately following the Paternity 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 two-week entitlement of Paternity Leave applies.

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

5.8 It is the view of the Company that an employee on Paternity Leave may take their Parent's Leave once their standard Paternity Leave has concluded.

5.9 As a rule, Paternity Leave is non-transferrable between parents. However, if the parent entitled to Paternity Leave dies, the surviving parent may be able to use their Paternity Leave.

5.10 Where an employee qualifies for Paternity Leave, they may need to consider drawing down their Paternity Leave before availing of Parent's Leave, because Paternity Leave must commence within 26 weeks of the child's birth.

6.0 Employment Rights

6.1 Paternity Leave is paid leave from work, with a State-paid Paternity Leave standard benefit of €274 per week, made payable to the employee (at the same rate as Maternity, Adoptive and Parent's Leave Benefit), provided the employee has made sufficient PRSI contributions. This payment is currently not supplemented by Rockwell.

6.2 An employee on Paternity Leave retains all rights, except those relating to remuneration. An employee will not receive remuneration from Rockwell relating to the period of Paternity Leave.

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

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

6.5 The Company takes the stance of extending probationary periods, training programmes and apprenticeships by the period of Paternity Leave, where applicable.

7.0 How to Apply

7.1 An employee must give written notice, accompanied by a medical certificate confirming their pregnancy, to their Manager and the HR Department of their intention to take Maternity Leave as soon as practicable, and in any event, no later than 4 weeks before the planned commencement of leave:

8.0 Postponement of Paternity Leave

8.1 Provided that the employee has provided the Company with proper notice of the dates on which they wish to take Paternity Leave, Rockwell may not postpone or defer the period of leave.

8.2 An employee can postpone their period of Paternity Leave in instances such as an amendment by a medical professional to the due date of the child or if there is a delay in the placement of an adopted child.

8.3 If an employee is sick directly before their Paternity Leave commences, they can postpone the Paternity Leave until they recover. In this case, the employee should notify the Company in writing, providing evidence of the illness by way of a medical certificate.

Title	Doc.no.	Date	Rev	Page
Paternity Leave Policy	HF11	02.01.2024	2	3 of 5

8.4 If the child to which the Paternity Leave relates is hospitalised, an employee can request to the Company the postponement of all or part of their Paternity Leave. Such postponed leave is to be taken in one continuous period commencing not later than 7 days after the discharge of the child from hospital or such a date which is agreeable to the qualifying employee and the employer.

9.0 Unforeseen Circumstances

9.1 In the event of unforeseen circumstances, such as the premature birth of a child or other such instance not outlined in this document, where an employee wishes to amend their period of Paternity 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.

Title	Doc.no.	Date	Rev	Page
Paternity Leave Policy	HF11	02.01.2024	2	4 of 5

Paternity Leave Application

This application form must be completed & submitted no later 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 either the due date of the baby or the name of the baby for whom the leave is requested:

SECTION C: AGREEMENT AND APPROVAL

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"/>

Note: This application must be accompanied by either a medical certificate from a doctor stating when your baby is due or by a birth certificate or official document if applying for leave after the birth of your baby.

A letter confirming the date of the child's placement, in the case of adoption.