

**PATERNITY LEAVE**

**1. Purpose**

1.1 The purpose of this policy and procedure is to outline the conditions under which Paternity leave may be granted.

1.2 With effect from 1 September 2016, new parents (other than the mother of the child) are entitled to paternity leave from employment following birth or adoption of a child. The [Paternity Leave and Benefit Act 2016](http://www.irishstatutebook.ie/eli/2016/act/11/enacted/en/html) provides for statutory paternity leave of 2 weeks. The provisions apply to births and adoptions on or after 1 September 2016. You can start paternity leave at any time within the first 6 months following the birth or adoption placement.

**2. Scope**

2.1 The policy and procedure applies to all University of Limerick employees on the birth or adoption of their child.

**3. Eligibility**

3.1 Under the Act, a “relevant parent” for the purposes of paternity leave entitlement includes:

* The father of the child
* The spouse, civil partner or cohabitant of the mother of the child
* The parent of a donor-conceived child

In the case of an adopted child, the relevant parent includes:

* The nominated parent in the case of a married same-sex couple or
* The spouse, civil partner or cohabitant of the adopting mother or sole male adopter

**4. Procedure**

4.1All arrangements for paternity leave must be agreed with the Supervisor/Head of Department/Manager, by completing and submitting the Absence/Leave application form available on the HR website. You should apply to your employer in writing at least 4 weeks before taking your paternity leave. If you are adopting a child, you must provide confirmation of the date of the child’s placement.

4.2 The employee must then forward the Leave form to HR Division for validation.

4.3 You can choose to take paternity leave at any time in the 26 weeks following the birth or adoption.

4.5 You must provide your employer with proof of the expected date of confinement of your spouse or partner. In other words, you will be required to provide a certificate from your spouse or partner's doctor confirming when your baby is due, or confirmation of the actual date of birth if you are applying for leave after the birth. In the case of adoption, you must produce a certificate of placement in relation to the child.

1. **Payment During Paternity Leave**

5.1 You should apply for [Paternity Benefit](http://www.citizensinformation.ie/en/social_welfare/social_welfare_payments/social_welfare_payments_to_families_and_children/paternity_benefit.html) from the Department of Social Protection at least 4 weeks before the date you intend to start your paternity leave. You will be able to apply for Paternity Benefit online at [mywelfare.ie](https://www.mywelfare.ie/Account/Login). You must have a [Public Services Card](http://www.citizensinformation.ie/en/social_welfare/irish_social_welfare_system/public_services_card.html) to apply for Paternity Benefit.

5.2 You may qualify for [Paternity Benefit](http://www.citizensinformation.ie/en/social_welfare/social_welfare_payments/social_welfare_payments_to_families_and_children/paternity_benefit.html) from the Department of Social Protection if you have sufficient PRSI contributions. The employee will receive full pay less the amount of Paternity Benefit payable.