



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Parents Leave Policy

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Introduction

There are a variety of circumstances where staff will be required to take periods of leave to fulfil their role as a parent. In many cases, such leave is provided for under legislation or aligned to practice in the wider public service. In all cases, the Central Bank seeks to ensure that staff understand their entitlements and the supports available and, are able to access these in a straightforward manner.

Purpose

The purpose of this policy is to set out the leave entitlements/ facilities available to staff related to their roles as a parent.

Scope

This policy applies to all Central Bank staff members¹

Policy Statement

Over the following sections, the entitlements available to staff are set out under the following headings:

Maternity & Adoptive Leave
Paternity Leave
Parental Leave

1. Maternity & Adoptive Leave

The Maternity Protection Acts, 1994 & 2004, as amended sets out a range of entitlements for expectant mothers in respect of maternity leave and related matters. The Adoptive Leave Acts 1995 and 2005, as amended set out similar entitlements for an adopting parent, related to adoptive leave and related matters.

¹ For clarification, staff member refers to anyone who has a contract of employment with Central Bank of Ireland

The Central Bank applies the provisions contained in both Acts, the main elements of which are set out in this policy.

1.1 Expectant Mothers - Risk Assessment:

In line with the Safety, Health and Welfare at Work (General Application) Regulations, 2007, the staff member's line manager is required to carry out a [risk assessment](#) of the health and safety of pregnant or breastfeeding women. The completed assessment form and any questions arising from this should be directed to the Environmental Health and Safety Office in the Facilities Management Division.

1.2 Maternity/ Adoptive Leave Entitlement:

In the case of [maternity leave](#), a staff member will be entitled to the following:

- **26 weeks paid maternity leave** which must commence no later than two weeks before the end of the expected week of confinement and end no sooner than 4 weeks after the birth of the child².
- **An optional additional period of unpaid leave of 16 weeks** may be taken. If availed of, this leave must be immediately after the period of paid maternity leave. This unpaid leave will not qualify as service towards pension.
- **Reasonable time off (paid) to attend maternity clinic appointments** for ante or postnatal care.
- **Reasonable time off (paid) to attend antenatal classes.** This entitlement is for the purpose of attending one set of antenatal classes for the first pregnancy.³
- **Continued accrual of entitlements** in respect to annual leave, public holidays and increments for the duration of the maternity and unpaid leave period.

The following sets out the application of maternity leave entitlements in specific circumstances – HR Support (hrsupport@centralbank.ie or ext. 6888) will be available to advise staff members where such circumstances arise:

- If the birth occurs before the staff member has commenced maternity leave, they may be entitled to receive additional paid maternity leave equal to the time between the actual birth date and the date on which maternity leave had been expected to commence.
- In the event of a stillbirth or miscarriage after the 24th week of pregnancy, the maternity leave entitlements set out in this policy will apply.

² If the staff member has less than 4 weeks paid maternity leave left at the time of the birth (e.g. commenced maternity leave at an earlier stage of pregnancy), maternity leave may be extended to allow a minimum 4 weeks leave after the birth.

³ It is accepted that in some exceptional cases, the facility to re-attend a complete course for a second/subsequent pregnancy may be granted. These exceptions can be discussed with a member of the HR Support team.

- In the event of the death of the mother within 24 weeks of the birth of the child, the father/ relevant parent will be entitled to avail of the remainder of the maternity leave entitlement.

In the case of **adoptive leave**, a staff member will be entitled to the following⁴:

- **24 weeks paid adoptive leave** from the date of the placement of the child;
- **An optional additional period of unpaid leave of 16 weeks** may be taken. If availed of, this leave must be immediately after the period of paid adoptive leave. This unpaid leave will not qualify as service towards pension.
- In the case of a foreign adoption, the staff member may take some or all of the optional additional unpaid leave before the date of placement of the child⁵.
- **Reasonable time off (paid) to attend pre-adoption classes** or meetings.
- **Continued accrual of entitlements** in respect to annual leave, public holidays and increments for the duration of the adoptive and unpaid leave period.

Where the placement of the child is for less than 14 weeks, the staff member should advise HR Support within 7 days of the end of the placement and they will be expected to return to work as soon as possible⁶.

1.3 Applying for Maternity/ Adoptive Leave (Statutory):

To apply for **maternity leave**:

- The staff member must complete and submit the Maternity Leave Application Form (see **Appendix 1**) to HR Support no later than four weeks before the expected start of the maternity leave.
- This form must be supported by a medical certificate confirming the expected date of delivery.

To apply for **adoptive leave**:

- The staff member must complete and submit the Adoptive Leave Application Form (see **Appendix 1**) to HR Support no later than four weeks before the expected placement date of the child.

⁴ Adoptive leave can only be granted to one adopting parent who will act as the primary carer of the child in the adoptive leave period.

⁵ Where an adopting parent takes unpaid leave before the date of placement and no placement takes place, they shall return to work no later than the end of the agreed period of unpaid leave.

⁶ One week's notice of the return to work should be provided to HR Support.

- As part of the application process, HR Support will require sight of the certificate of placement from the relevant health board/ adoption society within 4 weeks of the placement of the child.
- In the case of a **foreign adoption**, the staff member must provide HR Support with sight of the declaration of suitability and eligibility (issued pursuant to the Adoption Act, 1991) before the start of the adoptive leave. This declaration should indicate the expected date of placement.

1.4 Applying for Unpaid Maternity/ Adoptive Leave:

Staff may also apply for unpaid maternity/ adoptive leave of up to 16 weeks, which is to be taken immediately after the paid maternity/ adoptive leave – this application must be done through HR Support no later than 7 weeks before the end of the maternity/ adoptive leave period.

Staff availing of unpaid leave are also required to contact Payroll (Payroll@centralbank.ie) directly to make arrangements in respect of any salary deductions e.g. TaxSaver, income protection etc.

1.5 Maternity/ Adoption Related Appointments:

In advance of starting maternity/ adoptive leave, the staff member is entitled to reasonable paid time off⁷ to allow for their attendance at:

- Maternity clinic appointments
- Ante-Natal Classes⁸
- Pre-adoption meetings and classes.

Staff should provide their line manager with reasonable notice of the above appointments and, are generally expected to attend work in advance of the appointment/ return to work after the appointment. Staff may be required to provide written confirmation of appointments.

Staff are not required to record absence/ clock-out times for the above appointments on HRCentral/ MyTime. Staff on flexitime are advised to record clock times as follows if attending appointments in the morning or evening to ensure their flexi-balance is not negatively impacted:

- Attending appointment in the morning, starting work later than the normal start time, register a clock-in at 09.00. Register attendance as normal for the rest of the day.
- In the afternoon, leaving work earlier than the normal finishing time and not feasible to return to work following appointment, register a clock-out at 17.30 (17.00 on Fridays). Register attendance as normal for the rest of the day.

⁷ For example, up to one half day per appointment however the exact time required may depend on the time and location of the appointment.

⁸ [See entitlements](#) for expectant fathers to attend ante-natal classes under Paternity Leave

1.6 Maternity & Adoptive Leave: Social Welfare Entitlements:

For staff on statutory maternity/ adoptive leave, the Central Bank continues to pay full salary. Eligible staff (PRSI Class A) are obliged to claim Social Welfare Maternity Benefit and must nominate the Central Bank to receive this payment.

The staff member must complete the relevant Maternity Benefit Form or Adoptive Benefit Form (available on www.welfare.ie) and submit to HR Support at least 6 weeks before the due date/ start date of maternity/ adoptive leave. HR Support will then forward the form to the relevant Social Welfare Office⁹.

1.7 Circumstances for Postponement/ Termination of Leave:

The staff member may apply through HR Support to postpone or terminate maternity/ adoptive leave in the following circumstances:

- In the event of hospitalisation of the child, the staff member can request the postponement of part of the maternity/ adoptive leave period or unpaid leave to allow them return to work for the period. Maternity leave can only be postponed for up to 6 months and only after 14 weeks of maternity leave has been taken (4 weeks of which will have been after the birth of the child).
- If the staff member becomes ill during the **unpaid** maternity/ adoptive leave period, the staff member can request that the leave be terminated as they may be entitled to sick pay/ disability benefit.

1.8 Returning to Work:

Staff returning to work after maternity/ adoptive or unpaid leave should confirm their return date with their line manager at least four weeks before their intended return date. Email confirmation of the return to work date should also be forwarded to HR Support.

1.9 Breastfeeding Breaks:

A mother who has returned to work and is breastfeeding their child is entitled to either:

- an adjustment of working hours (up to 60 minutes) or;
- a 60 minute breastfeeding break per working day.

⁹ If the staff member prefers, HR Support will fill in the employer section of the form and the staff member can forward this to the relevant Social Welfare Office, ensuring the Central Bank has been nominated to receive the maternity benefit payment. The staff member must furnish the Central Bank with confirmation that the form has been submitted to the Social Welfare Office.

This entitlement is available until the child reaches 2 years of age and without loss of pay. The above breaks do not need to be recorded on HR Central/ MyTime however staff are encouraged to agree the manner in which they will be taken with their line manager.

Where these breaks are being taken on the Central Bank premises (rather than through altering normal start or finish time), staff can utilise the proposed facilities¹⁰, if desired, in each location for this purpose.

North Wall Quay	Recovery Room
Sandyford	Medical Room
Spencer Dock	Medical Room

2. Paternity Leave

The Paternity Leave & Benefits Act, 2016 sets out a range of entitlements in respect of paternity leave and related matters.

The Central Bank applies the provisions contained in the Acts, the main elements of which are set out in this policy. **Note:** Paternity leave entitlements can only apply to one person deemed to be a 'relevant parent' of a child i.e. the father of the child or the spouse/ partner of the mother or adopting parent.

2.1 Paternity Leave Entitlement:

In the case of paternity leave, a staff member is entitled to the following:

- **A single period of 2 weeks paid paternity leave** to be taken within 6 months of the birth or placement of the child/ children¹¹. This must be taken as one block of leave and cannot be fragmented into smaller periods.
- **Continued accrual of entitlements** in respect to annual leave, public holidays and increments for the duration of the paternity leave period.
- Paid time off to attend **two ante-natal classes**. See Section 4.1.5 of the Maternity Leave Policy on the notice and leave requirements for attendance at these classes.

¹⁰ Each room is lockable to ensure privacy

¹¹ There is only one block of two continuous weeks available, regardless of multiple births/adoptions at one time.

2.2 Applying for Paternity Leave:

The staff member should advise their line manager of their intention to take the leave four weeks in advance of the anticipated start date¹².

After having taken the leave, the staff member must then complete and submit the Paternity Leave Application Form (see **Appendix 5**) to HR Support within 26 weeks after the birth/ placement the child. HR Support will require sight of the birth certificate/ certificate of placement as part of the application process.

2.3 Applying for Paternity Benefit:

For staff on paternity leave, the Central Bank continues to pay full salary. Eligible staff (PRSI Class A) are obliged to claim Social Welfare Paternity Benefit and must nominate the Central Bank to receive this payment.

The staff member must apply for Paternity Benefit¹³ online by completing the relevant form (PB1) and uploading required documents to accompany their application e.g. employer details will be provided by HR Support (PB2). This claim must be received by the Department of Employment Affairs and Social Protection (DEASP) no later than 26 weeks after the date of birth/ placement of the child. If the staff member does not submit the claim on time and/ or nominate the Central Bank to receive the payment, the period of paternity leave will be treated as unpaid.

2.4 Circumstances for Postponement/ Termination of Paternity Leave:

If the staff member becomes ill before the paternity leave commences and wishes to postpone the leave, they should notify their line manager as soon as possible and provide the necessary medical certificates to HR Support to cover the period of illness. The revised dates for the paternity leave must be within 28 weeks of the birth/ placement of the child and should be discussed with the line manager.

If the child is hospitalised during the paternity leave period, the staff member can request the postponement of paternity leave through their line manager. Where the request is granted, the revised dates for the paternity leave will be agreed with the line manager.

¹² Staff may input annual leave /flexi leave on HRCentral for the anticipated period of paternity if they wish and HR Support will amend this to Paternity Leave once the formal application has been completed.

¹³ It is a DEASP requirement that an applicant for paternity benefit holds a Public Services Card. If they do not already have a Public Services Card, they can make an appointment to get one at mywelfare.ie.

3. Parental Leave

The Parental Leave Act 1998, as amended by the Parental Leave (Amendment) Act 2006 and the Parental Leave (Amendment) Act 2019, sets out a range of entitlements to parents in respect of parental leave and related matters. These entitlements extend to adoptive parents and to persons acting in 'loco parentis' or as a guardian for a child.

The Central Bank applies the provisions contained in the Act (as amended), the main elements of which are set out in this policy. Parental leave may only be used to take care of the child concerned - If it is taken/ intended for another purpose, the Central Bank is entitled to refuse or cancel parental leave.

3.1 Parental leave Entitlements:

- **A staff member with at least one year's continuous service have an entitlement to take 22 weeks¹⁴ unpaid parental leave in respect of their child:**
 - This leave must be taken before the child reaches 13¹⁵ years of age, or 16 years of age in the case of a child with a disability.
 - In the case of an adoption which commences when the child is aged between 11 and 13¹⁶, the parental leave may be taken within two years of the commencement of the adoption.
 - For staff working an atypical arrangement, the entitlement to 22 weeks will be pro-rated based on their working arrangement.
 - Where a staff member does not meet the one year service requirement and their child is reaching the age threshold, they will be entitled to take one week's parental leave for every month of service they have completed.
- **A staff member is entitled to take their parental leave entitlement as follows:**
 - as 1 continuous block of 22 weeks unpaid leave.
 - as 2 separate blocks of at least 6 weeks provided there is a 10 week break
 - In general, a maximum of 22 weeks parental leave may be taken in any one year except in the case of twins/ triplets etc. or if line management specifically agree to a longer period being taken.
- **A staff member will not be entitled to remuneration or superannuation entitlements during parental leave:**
 - They will continue to accrue entitlements in respect to annual leave, public holidays and increments for the duration of the parental leave period.

¹⁴ As per the Parental Leave (Amendment) Act 2019, entitlement increased from 18 weeks to 22 weeks from September 2019

¹⁵ As per Circular 13/2010: Amendment to Parental Leave Arrangements (age)

¹⁶ As per Circular 13/2010: Amendment to Parental Leave Arrangements (age)

The Central Bank may, at its discretion, accommodate more flexible or favourable means of taking parental leave. Each request for such arrangements will be subject to business needs and will require line manager approval. Examples include:

- Weekly parental leave arrangement (**Note** – such an arrangement will be subject to review on a regular basis).
- Allowing a new staff member avail of a parental leave arrangement before they meet minimum service requirements.
- Reserving of up to 2 separate blocks of 2 weeks of the parental leave entitlement for a child's Junior or Leaving Certificate examinations (or equivalent).

3.2 Applying for Parental Leave:

Staff should, in the first instance, discuss their request for parental leave with their line manager. The completed Parental Leave Application Form (see **Appendix 6**) should then be submitted to HR Support at least 6 weeks in advance of the intended commencement date of the leave¹⁷ – sight of the birth certificate/ placement certificate will be required as part of the application process.

HR Support will provide written confirmation setting out the parental leave arrangement at least 4 weeks before the start of the leave. Once agreed, the arrangement can only be amended if both the staff member and the Central Bank agree.

Upon receipt of confirmation that the parental leave has been processed, staff are also required to contact Payroll (Payroll@centralbank.ie) directly in advance of taking the leave to make arrangements in respect of any salary deductions e.g. TaxSaver Travel.

3.3 Postponement of Parental Leave by the Central Bank:

There may be some cases where the commencement date for the block of parental leave (minimum of 6 weeks in duration) may need to be postponed if the absence of the person would have a substantial impact on the operation of the team/ division. In such cases, the staff member will be advised at least 4 weeks before the date on which the block of leave was expected to start. The line manager and staff member should agree the revised date for the leave, which should be no later than 6 months after the original date.

¹⁷ The Head of Function will also be required to provide an assessment and approval of the application on this form.

The parental leave in respect of a child may not be postponed a second time unless as a result of seasonal variation in work volume. If solely as a result of the postponement by the Central Bank, the child reaches the age threshold before the end of the parental leave period, the staff member retains the entitlement to take the parental leave.

3.4 PRSI Contributions:

Staff who avail of parental leave are entitled to be credited PRSI contributions from the Department of Employment Affairs and Social Protection (DEASP) – this will preserve their record for social insurance purposes. It is the responsibility of the staff member to contact DEASP directly to ensure appropriate credits are made.

3.5 Illness During Parental Leave:

A staff member may suspend their parental leave if they are ill and unable to care for the child. In such cases, the staff member will be required to provide a medical certificate to HR Support to cover the period of illness.

3.6 Returning to Work:

A staff member taking parental leave has a right to have a position retained for them to return to at the end of their parental leave. Where it is not feasible to retain the staff member's existing role for the duration of the parental leave period, a suitable alternative role will be provided.

In returning to work after parental leave, a staff member may request a change to their working pattern for a set period. This request should generally be discussed with line management in the first instance before being submitted to HR Support in writing at least six weeks before the date of return. HR Support will confirm if the request can be facilitated within 4 weeks following consultation with the line manager.

3.7 Transfer of Parental Leave between Parents:

Where both parents are employed in the Central Bank, they may apply to transfer their parental leave entitlement to the other parent. This must be agreed with the line management of both parents and if agreed, the completed Parental Leave Application Form should be submitted to HR Support at least 6 weeks before the parent receiving the entitlement intends to take parental leave.

Policy Review

This Policy will be reviewed by the Policy Owner and approved annually each year at OpsCo.

Roles and Responsibilities

The following provides a definition of the individual roles of those participating in the Parents Leave Policy

Roles	Responsibilities
Employee Relations	<ul style="list-style-type: none"> Policy Owner
HR Support	<ul style="list-style-type: none"> To assist staff members & managers with queries To update records of staff members where applicable
Staff Member	<ul style="list-style-type: none"> Adhere to all aspects of Central Bank's Parents Leave Policy
Line Manager	<ul style="list-style-type: none"> Ensure that staff reporting to them adhere to all aspects of Central Bank's Parents Leave Policy

Contacts

Any queries on the above, should be directed to HR Support, HRD (hrsupport@centralbank.ie or ext. 6888)

Policy Implementation Procedure

This policy is owned and reviewed by Employee Relations, Human Resources Division, and implemented by HR Support, Human Resources Division.

Related Documentation

Document	Reference	Rationale
Legislation	Maternity Protection Acts, 1994 & 2004	Further information
Legislation	Adoptive Leave Acts 1995 and 2005	Further information
Form	Risk Assessment form	H&S requirement
Form	Maternity Leave Application form (Appendix 1)	Form for completion
Form	MB1 Form available from www.welfare.ie	Form for completion
Form	Adoptive Leave Application form (Appendix 1)	Form for completion
Form	AB1 Form available from www.welfare.ie	Form for completion
Legislation	Paternity Leave & Benefits Act, 2016	Further information
Form	Paternity Leave Application form (Appendix 5)	Form for completion
Form	PB1 Form completed on www.welfare.ie	Form for completion
Legislation	Parental Leave Act 1998, as amended by the Parental Leave (Amendment) Act 2006 and the Parental Leave (Amendment) Act 2019	Further information
Form	Parental Leave Application Form (Appendix 6)	Form for completion
Circular	Circular 13/2010: Amendment to Parental Leave Arrangements (age)	Further information

Appendices

Appendix 1: Request for Maternity/Adoptive Leave

Name of Staff Member: Staff Number:

Department:

I wish to commence Maternity/Adoptive Leave on

(Note the first day of your maternity/adoptive leave)

I wish to apply for sixteen weeks unpaid leave

My personal email address is

Signature of Staff Member: Date:

In the case of **maternity leave**, this form should be completed and forwarded to HR Support, HRD, together with a medical certificate confirming pregnancy and specifying the expected date of confinement.

In the case of **adoptive leave** a “certificate of placement” or in the case of a foreign adoption, a copy of the “declaration of suitability and eligibility” should be included with this form and sent to HR Support, HRD.

If you intend taking **unpaid maternity leave** or **unpaid adoptive leave** and are currently in receipt of a Holiday Loan, VHI, Cycle to work or any other salary deductions, please contact the payroll department as soon as possible to discuss the repayment options before your unpaid period commences.

Please note the sequence of leave that will apply regarding maternity/adoptive leave:

1) Paid leave 2) Unpaid leave (if requested) 3) Time off in Lieu for any Public Holidays/Bank Holidays that occurred while on paid/unpaid leave.

Should you wish to take annual leave, it will be applied after the sequence above.

Appendix 2: Maternity Leave checklist

When applying for Maternity leave, you are required to provide the following:

1. Risk Assessment

In line with the Safety, Health and Welfare at Work Act, 2007, please complete the [risk assessment form](#) in conjunction with your line manager if you have not already done so.

2. Maternity/Adoptive leave application form

This is the internal leave application form in Appendix 1. Please ensure you detail the start of your maternity leave as the day you **wish for your first day of maternity leave to begin**. E.g., you are due on the 15th February 2018, your last working day is therefore Friday, 2nd February 2018, your first day of maternity leave is **Monday, 5th February 2018**.

Regarding unpaid maternity leave, if you are unsure about taking this leave, you can leave this blank and communicate with HR Support no later than 7 weeks before you are due to return from paid maternity leave.

3. Confirmation of your due date

The Central Bank of Ireland requires confirmation of your due date from your doctor in order to process your maternity leave.

4. Postal OR Online Application for Maternity Benefit (Social Welfare)

Postal application	Online application
<p>This is comprised of three parts MB1, MB2 & MB3 form (all one document) and it can be found on the Department of Employment Affairs and Social Protection website.</p> <p>MB1: You are required to fill in part 1, part 2, *part 3, part 4 (if applicable), part 5 (if applicable) and part 6 (if applicable).</p>	<p>To apply online you must have a Public Service Card. Once you have obtained your Public Service Card you will need to set up a MyGovID account. HR Support will then complete the MB2 form and return it to you by email for uploading to the Maternity Benefit online application on mywelfare.ie.</p>

<p>IMPORTANT: Please do not fill out question 26 of part 2 or your Payment Details at the end of part 3 (HR Support will fill in this detail)</p> <p>MB2: This will be completed by HR Support and sent with the MB1 form to the Department of Employment Affairs and Social Protection.</p> <p>MB3: The MB3 form does not have to be completed by your doctor as you are not self employed.</p>	<p>When completing the online application, staff members must declare that payment is to be addressed to the Central Bank, the Banks account detail will be on the MB2 form. By signing this form you are confirming that payment is being addressed to the Bank.</p>
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For postal applications, the original MB1 must be sent to HR Support. All other documents can be scanned and emailed to HRSupport@centralbank.ie

Appendix 3: Adoptive Leave Checklist

When applying for Adoptive leave, you are required to provide the following:

1. Maternity/Adoptive leave application form

This is the internal leave application form in Appendix 1. Please ensure you detail the start of your adoptive leave as the placement date of the child.

Regarding unpaid adoptive leave, if you are unsure about taking this leave, you can leave this blank and communicate with HR Support no later than 7 weeks before you are due to return from paid adoptive leave. In the case of foreign adoption, you may choose to take some or all of the additional unpaid adoptive leave immediately before the date of placement of the child.

2. Certificate of placement

A certificate of placement should be provided along with the internal application form as listed above, to HR support no later than 4 weeks before the placement of the child.

In the case of foreign adoptions, staff must provide a 'declaration of suitability and eligibility.

3. Postal Application for Adoptive Benefit (Social Welfare)

Please complete the AB1 form by filling in Parts 1,2,3,5,6,7 and 8. Read part 9 and sign declaration in Part 1. HR Support will complete and stamp Part 4 and post it to the Department of Employment Affairs and Social Protection.

The original AB1 must be sent to HR Support. All other documents can be scanned and emailed to HRSupport@centralbank.ie

Please send all completed documents to HR Support via hard copy for processing no later than 4 weeks before you are due to commence maternity/adoptive leave.

Appendix 4: Paternity Leave Application Process

Process

- In order to apply for Paternity Leave staff must have a Public Services card, which you can obtain from mywelfare.ie.
- Once you have obtained your Public Services card you will need to set up a MyGovID account to apply for the Paternity Benefit Payment, this can be done via the Social Welfare website.
- Each time you log in to MyGovID you will need a new pin number.
- Staff members must complete the Paternity Leave application form (available below) and send a copy of the birth certificate or adoption order (for citing) to HR Support.
- HR Support will complete the PB2 form, which you will then need to collect so that you can complete the relevant sections of the online application form (PB1).
- When completing the online application referred to above staff members must declare that payment is to be addressed to the Bank, the Banks account details will be available on the PB2 form.
- HR Support will update your leave record on HR Central once all the above is completed.

Appendix 5: Paternity Leave Application Form

This form must be completed by the staff member when availing of Paternity Leave. A copy of the Birth Certificate or Adoption Order for the child involved should be forwarded to HR Support, Human Resources Division (for citing) as soon as possible.

Name of Staff Member: Staff Number:

Department:

Date of Commencement of Paternity Leave:

No. of Days Paternity Leave being taken: Proposed Date of return to work:

Name of Child: Date of Birth of Child:

I confirm that the information given above is accurate and complete and that I have requested that the that payment is to be addressed to the Bank

Signature of Staff Member: Date:

Checklist

- Public Services Card obtained
- Set up a MyGovID account
- Complete the above Paternity Leave Application form and send to HR Support along with a copy of birth certificate or adoption order for citing
- Once HR Support return PB2 form complete the relevant sections of the online PB1 form
- Confirm on the PB1 form that payment is to be made to the Bank

Appendix 6: Parental Leave Application Form

Part A: Notice to Employer of Intention to take Parental Leave & Part B: Management Opinion

Part A: Notice to Employer of Intention to take Parental Leave

Part A must be completed by the staff member concerned **not later than 6 weeks** before the commencement of the leave, under section 8(1) of the Act. The employer may request evidence in relation to the date of birth of the child, parentage or an adoption order, under Section 8(6)(a)(b).

Name of Staff Member: Staff Number:

Department: Start date with the Central Bank:

Proposed start date of parental leave:

Proposed duration of parental leave:

Requested manner in which to be taken: *(e.g. 22 continuous weeks)*

.....
.....

Proposed date of return to work:

Name of Child: Date of Birth of Child:

Have you availed of parental leave in respect of this child whilst in previous employment?:

If Yes, please indicate the number of days and the place of employment:

(Please note that HRD may contact your previous employers to obtain details of any parental leave already taken):

.....

Documents required: Please provide a copy of the Birth Certificate or Adoption Order. A staff member is entitled to a maximum of 22 weeks unpaid parental leave in any one year, unless otherwise agreed with the employer. Parental leave is granted solely for the purpose of taking care of the above named child. This leave may be terminated if it is not used for this purpose. Any staff member abusing this leave may be subject to disciplinary action up to and including dismissal.

I declare that the information given above is accurate and complete and I understand that HRD may contact my previous employer to obtain details of any parental leave entitlements already taken.

Signature of Staff Member: Date:

PART B: Management Opinion

HRD require management opinion on this application for parental leave before it can be processed.

When examining proposals of this nature, divisional management should:

- ✓ Understand that under the Parental Leave Act, the Central Bank is only obliged to offer parental leave on an 'en-bloc' basis of 22 weeks or for two periods of a minimum of six weeks each. A more flexible arrangement can be agreed between the employee and management subject to business needs and on-going review.
- ✓ Every effort should be made to facilitate the taking of parental leave. However, management may postpone commencement of parental leave for up to six months in cases where the leave would cause substantial adverse impact on the operations of the Division.
- ✓ Under legislation, an employee who is returning from parental leave is entitled to request a change in working pattern for a set period of time. The Central Bank is required to consider such a request but is not required to grant it.
- ✓ Be aware that in approving a parental leave arrangement on a part-time basis, employees may be inclined to assume that the position can become a job-sharing or atypical working arrangement in the longer term. This may not be consistent with the future business needs of the division and employees should be advised of these considerations when making the initial decision on the parental leave arrangement.

HRD advise that employees be made aware that flexibility in attendance to meet work requirements is a prerequisite of the approval of parental leave on a part-time basis and also that local management have discretion to reassign employees in order to accommodate a part-time parental leave arrangement.

Management can contact HR Support: hrsupport@centralbank.ie or Tel. 6888 with queries on the content or application of this policy.

Management Opinion:

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Signed: Date:
Head of Division/Head of Function¹⁸

Please scan and email this form with a copy of the birth certificate to HRSupport@centralbank.ie

All queries can be directed to HR Support: HRSupport@centralbank.ie or Tel. 6888

¹⁸ For staff members at Head of Function or Head of Division grades, this must be approved by their direct line manager.

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