



# RCSI

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## Parent's Leave Policy

### Purpose

RCSI is committed to being an employer of choice and to providing an inclusive and supportive environment with regard to personal situations and work life balance of staff.

The purpose of this policy is to explain the support available to staff members if they wish to take Parents Leave within the first year of the birth or adoption of their child. The policy also outlines the criteria and process of applying for, and receiving Parents Leave.

### Scope

This policy applies to all RCSI staff members (regardless of whether they are in full or part time employment) who are defined as a “relevant parent” and meet the conditions under the [Parent's Leave and Benefit Act 2019](#).

Under the Act, a “relevant parent” includes:

- a parent of the child
- the spouse, civil partner or cohabitant of a parent of the child
- a parent of the child where the child is a donor-conceived child
- the adopting mother or sole male adopter of the child
- the spouse, civil partner or cohabitant of the adopting mother or sole male adopter of the child
- each individual in the couple where the child is, or is to be, adopted jointly by a married couple of the same sex or a couple that are civil partners of each other, or a cohabiting couple of the same sex

In certain circumstances, this may give rise to an entitlement to parent's leave on the part of up to four individuals in respect of a single child.

### Policy Statement

RCSI is committed to supporting any member of staff who is eligible for Parents Leave to take time off after the birth or adoption of their child. The content of this policy and procedure complies with the [Parent's Leave and Benefit Act 2019](#).

## Leave Entitlements

The [Parent's Leave and Benefit Act 2019](#) enables a “relevant parent” to take 7 weeks parent's leave which must be taken within 2 years of the birth or placement of the birth/adoption of a child. Subject to eligibility and notification criteria being met, parent's leave will apply to births/placements that take place on or after the 1st November 2019. This leave may be taken any time in the first 2 years after the child is born and you can take 7 weeks together or take separate weeks of leave. While on Parents Leave a staff member will retain their annual leave, public and privilege holiday entitlements. Parents Leave is reckonable for pensionable service where applicable.

During parent's leave, employees who have the necessary PRSI contributions are entitled to [parent's leave benefit](#) from the . There is no minimum service required to qualify for parent's leave but it is important to note that any entitlement to leave or other benefits is contingent upon a staff member maintaining employment with RCSI. In addition to the above, Parents Leave is non-transferrable between relevant parents.

## Entitlements and conditions

The following conditions apply to taking parent's leave.

- Subject to eligibility and notification criteria being met, parent's leave will apply to births/ placements that take place on or after the 1st November 2019.
- A staff member who is a relevant parent may avail of parent's leave in periods of not less than one week at a time.
- The leave will commence on the date the relevant parent selects in his/her written notification.
- In the case of multiple births, or where two or more children are being adopted at the same time, only a single 7 week entitlement of parent's leave applies.

## Procedure

Staff members are encouraged to discuss their plans to apply for Parents Leave with their line manager at the earliest opportunity and at least 6 weeks before they intend to commence the leave. This will give managers the opportunity to provide the support needed and to plan activities during the leave period up to the expected return date. In order to ensure consistency of application of the policy and fairness for all, this procedure should be followed whenever Parents Leave is requested.

Once you and your Head of Department/nominee agree to both the timing and manner of your parents leave, you must submit parents leave on your core portal. Your Head of Department/nominee will need to approve your parents leave on the Core Portal to finalise your request.

In line with the above, staff members need to provide to Human Resources a copy of a doctor's certificate confirming when the baby is due, or a copy of the child's birth

certificate confirming the actual date of birth in the instance the employee is applying for leave after the birth. In cases of adoption, a staff member must provide confirmation of the date of placement of the child. For clarity, the day of placement means the day on which a child is placed physically in the care of the relevant adopting parent with a view to the adoption of the child.

### **Applying for Parent's Benefit**

An employee must apply for Parent's Benefit at least 4 weeks before the date they start their parent's leave. This application for Parent's Benefit is online at [www.mywelfare.ie](http://www.mywelfare.ie); an employee will need their child's PPS number and the RCSI's company registration number 0051194E to complete the application. If you have enough PRSI contributions, you will get a weekly Parent's Benefit of €250 per week which is paid to you directly to the employee by the Department of Social Protection (DSP).

Further information about Parents Benefit is available from the Department of Social Protection via their website [www.welfare.ie](http://www.welfare.ie), telephone (01) 471 5898 or by emailing [parentsben@welfare.ie](mailto:parentsben@welfare.ie).

### **RCSI Commitment**

RCSI has endeavoured to 'top-up' 2 weeks of the parent's leave subject to 'normal operating requirements'. RCSI does not and is under no obligation to support any additional 'top up' payments outside of their commitment to 2 weeks parents leave. For this period of 2 weeks, your salary will be reduced by the maximum statutory benefit at source.

### **Early Births**

When the birth of the child occurs 4 or more weeks prematurely, an RCSI employee who is the relevant parent (where circumstances require) will be deemed to have complied with their notice of intention to take parent's leave obligations to the company if notice is given in the period of 7 days commencing on the date of birth of the child.

### **Postponement of Parent's Leave Employee**

An employee who is a relevant parent may postpone a period of parent's leave where the date of birth occurs after the date selected by a relevant parent in their notification to the company or where the date of placement is postponed in the case of adoption. The relevant parent may select another date on which parent's leave will commence.

If the child is hospitalised, the employee may request in writing to postpone all or part of their parent's leave. The postponed leave is to be taken no later than 7 days after the discharge of the child from hospital or such other date as may be agreed between the relevant parent and RCSI.

An employee, who has taken ill before Parents Leave has started or once it has started, is entitled to suspend Parents Leave and transfer onto paid sick leave. You must notify Human Resources in the same way as would apply to usual sick leave

and provide evidence of your illness.

### **Postponement of parent's leave by RCSI**

In certain limited circumstances the company may need to exercise its right to postpone for up to 12 weeks the employee's intended parents leave commencement date. RCSI postponement may arise where RCSI is satisfied that the taking of the parent's leave at the time specified in the notification would have a substantial adverse effect on the operation of his or her business, profession or occupation by reason of;

- a) seasonal variations in the volume of work concerned,
- b) the unavailability of a person to carry out your duties during the period of the leave,
- c) the nature of your duties
- d) the number of other colleagues availing of parent's leave during the period

If this postponement results in the child reaching 2 year before the leave has been drawn down, the 2 years cap will be extended by up to 12 weeks.

### **Right to Appeal**

On submission of the Parents Leave application form the Human Resources team will consider the application in line with legislation and make a final decision as to whether to approve the request. Employees will be notified of the outcome of this decision within 10 working days.

Should any element of the Parents Leave be refused or the employee feels that the legislation has not been adhered to they have the right to appeal. Employees should appeal to their [HR Partner](#) in writing in the first instance clearly explaining the reason why they believe the decision made was incorrect.

If an employee is not satisfied with the outcome of their appeal, they have the right to raise their concerns with the Director of Human Resources whose decision upon appeal is final.

### **Additional Information**

If an employee works part time they will be entitled to Parents leave on a part time basis.

Those eligible for Parents Leave may also be eligible for Parental Leave. Please review the Parental Leave Policy by clicking [here](#).

### **Getting Further Help**

The Human Resources department is available to support any member of staff in understanding the content of this policy and procedure and making an application. For further information please contact [hrqueries@rcsi.ie](mailto:hrqueries@rcsi.ie)

### **Policy Review**

The Human Resources Department will ensure that this policy will be monitored and kept under review.

