

# Maternity, Adoptive, Parental & Paternity Leave



**DEPARTMENT OF EDUCATION AND SCIENCE  
PRIMARY BRANCH**



**Maternity, Adoptive, Parental & Paternity Leave**  
(Updated Version October 2001)

**TO BOARDS OF MANAGEMENT,  
PRINCIPAL TEACHERS AND ALL TEACHING STAFF  
OF PRIMARY SCHOOLS**

Chairpersons of Boards of Management and Principals should bring this booklet to the attention of members of the Board and teachers and should retain a copy for future reference.

The aim of this booklet is to provide information in relation to maternity, adoptive, parental and paternity leave for teachers. Questions, which frequently arise, are answered.

While care has been taken in the preparation of the material, by nature it cannot cover every single aspect.

This booklet may also be viewed and downloaded on the Department of Education & Science website - [www.irlgov.ie/educ](http://www.irlgov.ie/educ)



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# Section 1

## INTRODUCTION

This booklet is intended to inform primary teachers of their maternity, adoptive, parental and paternity leave entitlements. However, the full details of each of these schemes are contained in Primary Circulars as follows:

<b>20/97</b>	Adoptive Leave
<b>22/97</b>	Maternity Leave, Health and Safety Leave
<b>1/99</b>	Parental Leave
<b>16/00</b>	Parental Leave Amendment
<b>1/01</b>	Paternity Leave
	&
<b>9/01</b>	Maternity/Adoptive Leave Amendment

The schemes outlined in this booklet apply to permanent and temporary qualified teachers.



## Section 2

### MATERNITY & ADOPTIVE LEAVE

This section refers to permanent and temporary qualified teachers only

#### 1. How much paid maternity leave or paid adoptive leave are permanent teachers entitled to take?

Permanent teachers (including job-sharing teachers) may take paid maternity leave consisting of 18 consecutive weeks or paid adoptive leave consisting of 14 consecutive weeks. (Adoptive leave may only be taken by the adoptive mother. However, where a male teacher is the sole adopter, he is entitled to adoptive leave.)

Where a teacher is job sharing her maternity/adoptive leave will cover the weeks that the teacher is due to work and the weeks that she is due to be off. While a job sharing teacher is on paid maternity or adoptive leave salary will be paid at the job sharing rate.

A teacher who commenced her period of paid maternity leave when she was teaching full time and whose maternity leave extends into a period of job sharing will be paid at the full time rate of pay for the duration of her maternity leave.

**Example:** A full time teacher commences maternity leave on 1 June. Her paid maternity leave is due to end on 5 October. The teacher commences job sharing on 1 September. This teacher will be paid at the full-time rate of pay up until 5 October.

A teacher who commenced her period of paid maternity leave when she was job sharing and whose maternity leave extends into a period of her return to full time teaching will be paid at the job sharing rate of pay for the duration of her maternity leave.

#### 2. I am a temporary qualified teacher, what are my maternity/adoptive leave entitlements?

You are entitled to paid maternity/adoptive leave provided you have at least 18 weeks in the case of maternity leave or 14 weeks in the case of adoptive leave

remaining from the date on which you propose to go on leave and the end of your contract of employment.

If you have less than 18 or 14 weeks respectively to run to the end of your temporary contract then the period of your paid maternity/adoptive leave will not extend beyond the day on which your contract is due to expire (unless you secure another temporary contract following immediately on from the expiry of the first contract of employment - the follow-on contract does not have to be in the same school).

#### 3. As a substitute teacher or a temporary unqualified teacher am I entitled to maternity/adoptive leave?

You are entitled to maternity/adoptive leave, however, you are not entitled to payment of salary by the Department while on such leave. You should confirm your entitlement to Maternity Benefit/Adoptive Benefit, if any, with the Department of Social, Community and Family Affairs.



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**4. When should my paid maternity/adoptive leave commence?**

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You must commence maternity leave at least 4 weeks before the expected date of birth of the child or from the Saturday at the end of that week (known as the nominated date). You must also take at least 4 weeks after the expected date with the remaining 10 weeks to be taken before or after the birth as you wish. You must commence your adoptive leave from the date of placement of the child.

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**5. When and how do I apply?**

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- ❖ You must apply to your Board of Management for maternity/adoptive leave on the prescribed application forms (Appendix A) at least four weeks before your leave commences. In the case of maternity leave, a medical certificate confirming the expected date of confinement, must accompany your application. In the case of adoptive leave you should forward the certificate of placement to your Board of Management no later than four weeks after the placement date of the child. Your Board should forward your application to the Department as soon as possible.
- ❖ If you are paying full rate PRSI i.e. Class A you must also submit to the Primary Payments section of the Department of Education & Science a completed Maternity Benefits/Adoptive Benefits Claim form (available from your general practitioner) with your application. Failure to submit this claim form will result in salary, equivalent to the value of the claim, being deducted from you.

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**6. As a full-time teacher my paid maternity/adoptive leave will overlap with the school closure for a vacation. Am I entitled to any extra days leave-in-lieu of this?**

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Where paid maternity leave overlaps with school vacations you will be entitled to leave-in-lieu with pay for the vacation days overlapped, subject to a maximum of 30 school days in any calendar year, i.e. not including weekends.

In the case of adoptive leave the maximum number of days is 22.

Any days in lieu must be taken so as to follow on immediately from the end of the paid maternity/adoptive leave or from the end of the school vacation concerned where maternity/adoptive leave expires within the vacation period.

The overlapped days for which you will be entitled to leave-in-lieu are school vacation days, including bank holidays and church holidays. Examples of days, which are not allowed as leave-in-lieu, are exceptional closures (e.g. election days, etc.).

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**7. As a job sharing teacher my paid maternity/adoptive leave will overlap with the school closure for a vacation. Am I entitled to any extra days leave-in-lieu of this?**

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A job sharing teacher is entitled to leave in lieu as set out at Number 6 above i.e. the same complement of leave as a full-time teacher. While on paid leave in lieu, the job sharing teacher is paid at the job sharing rate of pay. The days leave in lieu must be taken immediately following the paid maternity/adoptive leave or from the end of the school vacation concerned where maternity/adoptive leave expires within the vacation period.

**Example:** A teacher is job sharing on a week on, week off basis. This teacher applies for 18 weeks maternity leave i.e. to cover the 9 weeks she is due to work and 9 weeks she is due to be off. There

are 10 school closures for vacation days during the 18 week period for which the teacher receives 10 school days paid leave in lieu at the job sharing rate of pay. These days must be taken immediately following the paid maternity leave regardless of whether the teacher is due to be on his/her week on or week off.

Leave in lieu, if accumulated while teaching on a full time basis, is paid at the full time rate even if the teacher has since commenced a job sharing arrangement.

Leave in lieu, if accumulated while job sharing, is paid at the job sharing rate even if the teacher has since returned to full-time teaching.

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**8. Am I entitled to paid leave in lieu for Department curriculum courses/Curriculum In-Service Courses held for all teaching staff in my school, attended while on paid and/or unpaid maternity leave?**

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Yes. The paid leave in lieu should follow on immediately from either your paid or unpaid maternity leave i.e. immediately after whichever period of leave you attended the course (you are entitled to such leave-in-lieu even if you have received /your entitlement to the maximum of 30/22 days leave-in-lieu as outlined at Question 6).

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**9. Can I take any unpaid maternity or adoptive leave?**

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Yes. You may take a period of unpaid maternity/adoptive leave immediately after your paid leave and leave-in-lieu, if any.

The unpaid leave shall consist of:

- (i) a statutory entitlement of up to 8 consecutive weeks (including weekends). It should be noted that, in the case of foreign adoptions, the teacher may apply to take some of the 8 weeks unpaid leave entitlement prior to the date of placement for the purposes of familiarisation with the child.

or

- (ii) a period of unpaid leave to the end of the school year, i.e. up to and including the following 31st August. Unpaid leave to the end of the school year is subject to Board of Management approval.

Notification in writing of your intention to take unpaid leave must be given to the Board of Management at least 4 weeks before the end of the period of paid maternity/adoptive leave. Failure to notify the Board of Management may result in forfeiture of this entitlement.

- Leave-in-lieu shall not be granted in respect of school closures occurring during unpaid maternity leave.
- This unpaid leave is not reckonable for incremental or pension purposes.
- It does not constitute a break in service for PRSI purposes.

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**10. Will a temporary or substitute teacher be employed in my school during my absence on maternity or adoptive leave?**

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A qualified substitute teacher may be employed by the Board of Management to cover the period of paid maternity/adoptive leave and any days leave in lieu.

If you opt to take unpaid maternity/adoptive leave following the end of your paid leave, a temporary teacher may be employed to replace you.

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**11. While on paid/unpaid maternity or adoptive leave am I allowed to teach in any capacity ?**

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No.

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**12. I am a post of responsibility holder do I retain my allowance while I am absent on paid maternity/adoptive leave?**

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Yes

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**13. I am a post of responsibility holder, is an acting post holder appointed in my absence during my maternity/adoptive leave ?**

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An acting post holder is appointed to the post of Principal, Deputy Principal, Assistant Principal or Special Duties Teacher when the permanent post holder is absent for a minimum period of one consecutive calendar month provided the post of responsibility is still warranted.

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**14. I am an acting post of responsibility holder do I retain my allowance while I am absent on paid maternity/adoptive leave ?**

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Where you are holding an acting post of responsibility replacing the actual post holder who is on paid leave your acting allowance ceases when you commence your paid maternity/adoptive leave. In this instance the BOM will appoint another acting post holder.

Where you are holding an acting post of responsibility replacing the actual post holder who is on unpaid leave you retain your acting allowance. In this instance the BOM will appoint another acting post holder.

The maximum number of teachers to which allowances are payable in respect of one post of responsibility is two.

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**15. I am currently on a re-deployment panel or will be going on the panel shortly. Will I qualify for any exemption from the panel rules during my pregnancy, maternity leave or adoptive leave?**

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Yes.

A permanent teacher who is placed on a re-deployment panel and who is expecting a baby can apply for an exemption under Rule 119 of the Rules for National Schools. The exemption lasts for a period of 6 months before the expected date of birth and 9 months after the birth of the child. You must apply for the exemption at the time of the panel notice issuing to you. On acceptance of your panel rights and in order to apply for the exemption a certificate confirming the expected date of confinement must be submitted to the Primary Payments Section of the Department. Your name

will remain on the panel list, however, during that period you will not be obliged to accept any job offer from other schools.

A teacher who is placed on a re-deployment panel and who has adopted a child can also apply for an exemption under Rule 119. On acceptance of your panel rights and in order to apply for this exemption a copy of the placement order must be submitted to the Primary Payments Section of the Department. However, in this case the exemption only applies for the 9 month period after the placement of the child.

It is important to note that, even though you have applied for this exemption your Board of Management is obliged to offer you any vacant post that arises in your school and you are obliged to accept such an offer.

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**16. What is my capacity in the school during my maternity/adoptive leave exemption?**

During the period of your exemption you remain in your school in a supernumerary capacity pending your redeployment. You must not be allocated a mainstream class. While you are on paid/unpaid maternity or paid/unpaid adoptive leave your Board of Management cannot employ a substitute/temporary teacher to replace you.

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**17. Am I entitled to any time off for attendance at ante-natal clinics?**

Yes. Time off may be allowed for attendance at ante-natal clinics. Evidence of appointment or attendance at the clinic will be required by the school authorities.

You must give your Board of Management two weeks written notice prior to taking such leave. The Board of Management may appoint a substitute replacement teacher paid for by the Department. The evidence of appointment or attendance at the clinic must be submitted with the Substitute Salary Claim Form.

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**18. Can I get paid leave for ante-natal classes?**

No. Ante-natal classes are optional and any time off will be at your own expense.

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**19. Am I entitled to any time off for attendance at Health Board assessments pertaining to adoption?**

In respect of such assessments, you may take unpaid leave and the Department will pay for a temporary replacement teacher. Alternatively you may take paid leave and pay the cost of the substitute replacement teacher yourself.

**Note:** The above leave should not be confused with *adoption courses*, in which instances teachers must take unpaid leave, if the course coincides with school days.



## Section 3

### PARENTAL LEAVE

This section refers to permanent and temporary qualified teachers only

#### 1. What is parental leave?

Parental leave is the term used to describe leave from work taken by parents to take care of their young children.

#### 2. Who is entitled to parental leave?

The leave applies to parents of eligible children i.e. children born on or after 3rd June 1996 or adopted on or after that date.

Natural parents of children born between 3rd December 1993 and 2nd June 1996 and adoptive parents of children born on or after 3rd December 1993 and in whose care an adoption order was made between 3rd December 1993 and 2nd June 1996 are also entitled to parental leave to be taken no later than 31 December 2001 (Primary Circular 16/00 refers).

#### 3. What other conditions must be satisfied to avail of parental leave?

You must have worked for a period of one continuous year with the same Board of Management before you can claim your full entitlement of parental leave. However, if you have been compulsorily redeployed and providing you have worked continuously for at least one full year in your former school before being redeployed, your entitlement is unaffected - see Question 22 for further information.

If you have less than one year but more than 3 months continuous service with a Board of Management you are entitled to parental leave for a period of one week for each month of this service completed at the time of the commencement of the leave.

**Example:** If you have completed six months continuous service with the same Board of Management at the time of commencement of the leave, you are entitled to take six weeks leave.

#### 4. How much parental leave am I entitled to take and when may I take it?

Each parent is entitled to take parental leave for a maximum period of 14 weeks in respect of each eligible child. The leave is not transferable between parents.

The maximum parental leave allowed in a given twelve month period is fourteen weeks even if you have more than one eligible child. However, this provision is set aside in the case of a multiple birth.

**Example:** Twenty-eight weeks parental leave in respect of twins may be taken in the same twelve month period. However, where a teacher has two eligible children of differing ages, this teacher can only take a maximum of fourteen weeks parental leave in one twelve month period.

Parental leave must be taken before the child reaches the age of five years. However, where an adopted child is three or more but less than eight at the time of the adoption, the parental leave must be taken within two years of the adoption order.

**Example:** If a child is seven years old on the date of the adoption order, a teacher is entitled to take fourteen weeks parental leave within two years of this date.

**5. Is parental leave paid or unpaid leave?**

Parental leave is unpaid leave. This unpaid leave is not reckonable for pension purposes, however it is reckonable for incremental purposes i.e. your increment date is not effected by your period(s) of parental leave. It does not constitute a break in service for PRSI purposes.

**6. I am a temporary teacher. How does this affect my parental leave entitlement?**

You must firstly fulfil the conditions at Questions 3 & 4 above. However, your parental leave cannot extend beyond the last date of your temporary contract.

Example: You have entered into a contract for a period of 9 months ending on the 30th June, you now wish to take parental leave commencing on 2nd June. Although, this qualifies you to eight weeks leave (i.e. one week for each month worked at the date of commencement of your parental leave) you are only entitled to take parental leave for four weeks taking you up to the end of your contract.

**7. I am a substitute teacher. Am I entitled to parental leave?**

No.

**8. What periods of parental leave are available to me?**

As previously mentioned, the maximum period available per eligible child is fourteen weeks which may be taken as follows:

- One continuous period of fourteen weeks  
*or*
- Two separate periods of seven continuous weeks  
*or*
- A maximum of five separate leave periods made up as follows or any combination thereof:
  1. one continuous period of seven weeks;
  2. three periods of two consecutive weeks;
  3. one single week.

**While it is possible to combine options 1, 2 and 3 outlined above, no more than five separate periods may be availed of. Note that the one week period may be taken only once.**

Where a teacher is job sharing on a week on, week off basis and s/he applies for parental leave for two consecutive weeks, the parental leave will cover the week that the teacher is due to work and the week that s/he is due to be off.

Note 1: You are not obliged to take your full entitlement of parental leave.

Note 2: For the purposes of parental leave, a week is defined as a seven day period e.g. a teacher who takes one week parental leave will be removed from the payroll for 7 days.

## 9. When and how do I apply?

You must complete Sections A, B and C of the prescribed Application Form for Parental Leave (see Appendix A) and submit same to your Board of Management at least six weeks prior to commencement of the leave.

Your Board of Management will consider and process your application. Once your Board has approved the Application Form, it becomes a Confirmation Document. The Board must forward the completed Form to the Department no later than four weeks prior to the date of commencement. A copy of the completed Form should be given to you.

All applications, which have been approved by a Board, will be sanctioned by the Department except those which do not comply with the eligibility criteria.

A formal sanction letter will issue from the Department.

## 10. Can I apply for parental leave to commence immediately after my paid/unpaid maternity or adoptive leave?

Yes.

## 11. Can I apply for parental leave to commence immediately after my sick leave?

Yes. However, you must produce a certificate of fitness to resume duty before commencing parental leave.

## 12. Has my Board the right to postpone my parental leave?

Yes. The Board has the right to postpone the leave for a period not later than 6 months from the proposed commencement date. A decision to postpone parental leave must be notified to you in writing at least four weeks prior to the proposed commencement date.

## 13. Has my Board the right to terminate my parental leave?

Yes. The Board has the right to terminate the leave if it is believed that the leave is being used for a purpose other than taking care of a child.

## 14. My parental leave will overlap with the school closures for summer, Christmas and/or Easter vacation, how does this affect my parental leave?

A teacher will be taken off pay for the period of parental leave taken before and after such holiday periods and shall have salary restored for the duration of the holiday period. Such an occurrence shall be treated as one absence of parental leave.

The **only** exception to this is where the teacher wishes to take parental leave up to the summer vacation but does not wish for his/her parental leave to extend into the following school year. In this instance the teacher will be taken off pay for the exact period of his/her parental leave (even if it is a part week). However, any period of a part week of parental leave will be deemed to be a full week.

**Example 1:** A teacher only wishes to take parental leave from 1 June to the school closing on 25 June i.e. 3 weeks and 4 days. In this instance the teacher will be taken off pay for the 25 days. However, the period of parental leave taken will be deemed to be 4 weeks.



**Example 2:** Further to Example 1 the school is closed for 2 vacation days on the 10th and 11th June. In this instance the teacher will be taken off pay for 23 days and 2 days paid leave-in-lieu will be granted for the 24th and 25th June.

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**15 As a full time teacher my parental leave may overlap with approved school closures (e.g. mid-term break, public holidays, bank holidays, etc.) other than those mentioned at Question 14 and other than exceptional closures. Am I entitled to any extra days leave-in-lieu of this?**

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Yes, leave-in-lieu for such closures will be added to the end of your parental leave period, so as to follow on immediately from the end of parental leave and your salary will be restored in respect of this leave-in-lieu.

**Note:** You are not entitled to leave in lieu for exceptional closures eg. Election days etc.

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**16 As a job sharing teacher my parental leave will overlap with the school closure eg. mid-term break, public holidays, bank holidays etc., other than those mentioned at Question 14 and other than exceptional closures. Am I entitled to any extra days leave-in-lieu of this?**

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A job sharing teacher is entitled to leave in lieu as set out in Number 15 above i.e. the same complement as a full-time teacher. While on paid leave in lieu, the job sharing teacher is paid at the job sharing rate of pay. The days leave in lieu must be taken immediately following the unpaid parental leave.

**Example:** A teacher is job sharing on a week on, week off basis. This teacher applies for 4 weeks parental leave i.e. to cover the 2 weeks s/he is due to work and 2 weeks s/he is due to be off. There are 4 school closures during the 4 week period for which the teacher receives 4 school days paid leave in lieu at the job sharing rate of pay. These days must be taken immediately following the unpaid parental leave regardless of whether the teacher is due to be on his/her week on or week off.

Leave in lieu, if accumulated while teaching on a full-time basis, is paid at the full time rate even if the teacher has since commenced a job sharing arrangement.

Leave in lieu, if accumulated while job sharing, is paid at the job sharing rate even if the teacher has since returned to full time teaching.

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**17. Am I entitled to leave in lieu for Department curriculum courses/Curriculum In-Service Courses held for all teaching staff in my school, attended while on unpaid parental leave and/or paid parental leave-in-lieu?**

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Yes. The paid leave in lieu should follow on immediately from your unpaid parental leave-in-lieu i.e. immediately after whichever period of leave in which you attended the course.

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**18. Will a temporary or substitute teacher be employed in my school during my absence on parental leave?**

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A temporary teacher will be employed in your absence while you are on parental leave (unpaid). If the temporary teacher is employed for a minimum period of two weeks before and after a vacation period i.e. Christmas or Easter vacation this teacher will be paid for the duration of the vacation. If you are entitled to paid leave-in-lieu, a substitute teacher will be employed for this absence.

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**19. Am I allowed to teach in any capacity while I am on parental leave?**

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No. The purpose of parental leave is to care for your child.

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**20. I am a post of responsibility holder do I retain my allowance while I am absent on paid leave in lieu of parental leave?**

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Yes.

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**21. I am a post of responsibility holder, is an acting post appointed in my absence during my parental leave?**

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An acting post holder is appointed to the post of Principal, Deputy Principal, Assistant Principal or Special Duties Teacher when the permanent post holder is absent for a minimum period of one consecutive calendar month, provided the post of responsibility is still warranted.

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**22. I am an acting post of responsibility holder do I retain my allowance while I am absent on paid leave in lieu of parental leave?**

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Where you are holding an acting post of responsibility replacing the actual post holder who is on paid leave your acting allowance ceases when you commence your parental leave and will continue to be stopped for your paid leave in lieu. In this instance the BOM will appoint another acting post holder for the duration of your unpaid parental leave and paid leave in lieu.

Where you are holding an acting post of responsibility replacing the actual post holder who is on unpaid leave you retain your acting allowance for your period of paid leave in lieu of parental leave. In this instance the BOM will appoint another acting post holder for the duration of both your unpaid parental leave and your paid leave in lieu.

The maximum payable in respect of one post of responsibility is two allowances.

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**23. May I apply for parental leave if I am due to be redeployed/am on a redeployment panel?**

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You may not apply for parental leave beyond the end of the school year in which your post is to be withdrawn.

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**24. As a permanent teacher my parental leave has been approved and I am about to transfer to a new school, must I reapply for the parental leave in my new school?**

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Yes. Approval of parental leave by your former Board of Management does not entitle you to parental leave in your new school. You should note that you must work for a period of one continuous year with your new Board of Management before you can claim your full entitlement of parental leave.

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**25. What happens if a period of sick or compassionate leave (for bereavement or to care for a sick relative) overlaps with parental leave?**

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Days on which a teacher is absent on sick leave or compassionate leave when the teacher is due to be on parental leave are counted as parental leave.

## Section 4

### PATERNITY LEAVE

This section refers to permanent and temporary qualified teachers only

#### 1. Who is entitled to paid paternity leave?

Male teachers are entitled to take paternity leave in respect of a child born after 1 January 2001 or in the case of adoption where the date of placement is on or after 1 January 2001.

#### 2. How much paternity leave am I entitled to take?

Up to three school days paid leave must be taken within four weeks of the birth.

In the case of multiple births the maximum of three school days still applies. Paternity leave is not granted where the birth occurs before twenty four weeks of pregnancy and the child is stillborn. This in line with maternity leave arrangements.

In the case of adoption, three school days paid leave must be taken within four weeks of the date of placement of the child. In the case of more than one child being adopted at the same time the maximum of three days applies.

#### 4. Must I take the three days paternity leave together?

The three days paternity leave may be taken either consecutively or individually as appropriate, subject to Board of Management approval. Job-sharing teachers are treated on a pro-rata basis.

#### 5. When and how do I apply?

You should notify your Board of Management at least four weeks in advance of your intention of taking the leave. (It is not expected that you would give the exact dates at this time.) You should then at the earliest possible date inform your Board of the exact dates.

#### 6. Will a temporary or substitute teacher be employed in my school during my absence on paternity leave?

A qualified substitute teacher may be employed by the Board of Management to cover the period of paid paternity leave. The substitute teacher will be paid for by the Department. The Board of Management should list the reason for the absence as "Paternity Leave" on the Substitute Teacher Salary Claim Form.

## Section 5

### GENERAL MATTERS ON MATERNITY, ADOPTIVE AND PARENTAL LEAVE

#### **1. Can I apply for a post of principal during my absence?**

Yes.

#### **2. If a post of responsibility becomes vacant in my school during my absence, will I be considered for the post?**

Yes. You will be entitled to apply for any post of responsibility as if you were not on leave of absence from your school.

#### **3. What is the position regarding seniority while I am absent?**

Your seniority is not affected by your absence.

#### **4. Can I take a career break following my absence?**

Yes, provided you have not already taken the maximum of 5 years allowed under the scheme and you satisfy the criteria as outlined in Primary Circulars 6/7/8/01. Applications must be submitted to the Department via the Board of Management before the specified deadlines.

#### **5. If I am still on probation when I commence my absence, will my probation be affected?**

The period of probation will be suspended during your absence (on either paid and unpaid leave). The remaining period of your probation will be completed on your return to work.

#### **6. I am paying the full rate of PRSI. What are my Social Welfare entitlements?**

For further information regarding maternity/adoptive leave benefits please consult the booklet "Pay Related Social Insurance (PRSI)" issued by the Primary Branch of the Department of Education & Science and which may be viewed and downloaded on the Department of Education & Science website - [www.irlgov.ie/educ](http://www.irlgov.ie/educ).

Teachers who avail of parental leave and who pay full rate PRSI, should contact the Department of Social, Community & Family Affairs to ensure that any entitlement to PRSI credits are maintained.

#### **7. If I take unpaid leave, will payment of my voluntary deductions (e.g. VHI, INTO subscriptions etc.) continue to be made?**

No, voluntary deductions will not be made in respect of a period of unpaid leave. It will be your responsibility to make arrangements with the company or agency concerned.

Download the Departments [Voluntary Deductions at Source Policy Document](#) for further information and contact details.



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# APPENDICES

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# APPLICATION FORM FOR MATERNITY LEAVE

## ~ PART 1 ~

*(TO BE COMPLETED BY THE TEACHER)*

### SECTION A – GENERAL (BLOCK CAPITALS)

County: \_\_\_\_\_ Roll No.: \_\_\_\_\_ School: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

PPS No. (formerly known as RSI No.)         -

Teacher No: (seven digits, one letter)  9  9      -

Expected date of confinement:   -   -   (Enclose a medical certificate confirming the expected date of confinement)

Date of commencement of maternity leave:   -   -   (Must be a minimum of 4 weeks before confinement date)

Are you paying full rate (i.e. Class A) PRSI? Yes  No  (Tick as appropriate)

### SECTION B – UNPAID MATERNITY LEAVE

Will you be availing of unpaid leave after the expiration of your paid leave? Yes  No  (Tick as appropriate)

If “Yes”, please complete (a) or (b) as appropriate:

(a) Unpaid leave up to 56 days Yes  State the number of days

or

(b) Unpaid leave to the end of the school year i.e. 31st August Yes

If the answer is “No”, and you subsequently change your mind, you must notify the Department, via your Board of Management, at least **4 weeks** before you are due to resume from paid maternity leave.

### SECTION C – PARENTAL LEAVE

Will you be availing of parental leave after the expiration of your maternity leave? Yes  No  (Tick as appropriate)

If “Yes”, please complete “[Application Form for Parental Leave](#)”

Signature: \_\_\_\_\_ Date:   -   -



~ PART 2 ~

**(TO BE COMPLETED BY THE BOARD OF MANAGEMENT)**

**SECTION A – SCHOOL CLOSURES**

State each school closure (other than exceptional closures under Rule 60 of the Rules for National Schools) which will overlap with the period of paid maternity leave and which will be added to the end of the maternity leave period as leave-in-lieu.

Please also state the school closures which will overlap with the period of leave-in-lieu (if any).

<b>From</b>	<b>To</b>	<b>Number of Days</b>	<b>Rule No.</b>
/ /	/ /		
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**SECTION B**

Signature: \_\_\_\_\_  
(Chairperson, Board of Management)

Address: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Date:   -   -

The completed form should be forwarded to the **Primary Payments Branch, Department of Education and Science, Cornamaddy, Athlone, Co. Westmeath** at least four weeks before the proposed start date of the leave.



~ PART 2 ~

**(TO BE COMPLETED BY THE BOARD OF MANAGEMENT)**

**SECTION A – SCHOOL CLOSURES**

State each school closure (other than exceptional closures under Rule 60 of the Rules for National Schools) which will overlap with the period of paid adoptive leave and which will be added to the end of the adoptive leave period as leave-in-lieu.

Please also state the school closures which will overlap with the period of leave-in-lieu (if any).

<b>From</b>	<b>To</b>	<b>Number of Days</b>	<b>Rule No.</b>
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**SECTION B**

Signature: \_\_\_\_\_  
(Chairperson, Board of Management)

Address: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Date:   -   -

The completed form should be forwarded to the **Primary Payments Branch, Department of Education and Science, Cornamaddy, Athlone, Co. Westmeath** at least four weeks before the proposed start date of the leave.

# APPLICATION FORM FOR PARENTAL LEAVE

## ~ PART 1 ~

(TO BE COMPLETED BY THE TEACHER)

### SECTION A – PERSONAL DETAILS (BLOCK CAPITALS)

County: \_\_\_\_\_ Roll No.: \_\_\_\_\_ School: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

PPS No. (formerly known as RSI No.)         -

Teacher No: (seven digits, one letter)  9  9      -

Name of child for whom you wish to apply for parental leave: \_\_\_\_\_

Child's Date of Birth:   -   -   (Attach child's birth certificate, unless you have previously availed of parental leave for this child)

Have you previously availed of parental leave? Yes  No  (Tick as appropriate)

Have you previously availed of parental leave in respect of the child named above? Yes  No  (Tick as appropriate)

If "Yes" state:	From	/	/	to	/	/	Total No. of Weeks	<input type="text"/>	<input type="text"/>	
	From	/	/	to	/	/	Total No. of Weeks	<input type="text"/>	<input type="text"/>	
	From	/	/	to	/	/	Total No. of Weeks	<input type="text"/>	<input type="text"/>	
	From	/	/	to	/	/	Total No. of Weeks	<input type="text"/>	<input type="text"/>	
	<b>OVERALL TOTAL</b>								<input type="text"/>	<input type="text"/>

### SECTION B – PROPOSED PERIOD OF PARENTAL LEAVE

1. Proposed start date of parental leave:   -   -

2. Proposed end date of parental leave:   -   -

3. State the number of weeks in total excluding vacation days etc. \_\_\_\_\_

### SECTION C – CERTIFICATION

I certify that the information which I have given in this application form is true and complete.

I have read the Parental Leave Circular 1/99, and I agree to abide by the requirements of this Circular. I understand that any incorrect or inaccurate information supplied by me in this form shall render my application null and void.

Signature: \_\_\_\_\_ Date:   -   -

## ~ PART 2 ~

**(TO BE COMPLETED BY THE CHAIRPERSON OF THE BOARD OF MANAGEMENT)**

### SECTION A – SCHOOL CLOSURES

State each school closure (other than exceptional closures under Rule 60 of the Rules for National Schools) which will overlap with the period of parental leave and which will be added to the end of the parental leave period as leave-in-lieu. Please also state the school closures which will overlap with the period of leave-in-lieu (if any).

From	To	Number of Days	Rule No.
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### SECTION B – APPROVAL FOR PARENTAL LEAVE

The Board of Management of \_\_\_\_\_ National School, roll number \_\_\_\_\_, has approved this application for parental leave as detailed in Part 1 of this form.

An application for parental leave which is approved by the Board of Management and signed by the Chairperson of the Board shall be regarded as a confirmation document in compliance with paragraph 5.3 of Circular 1/99. A copy of the completed form should be given to the teacher while the original form should be forwarded to the **Primary Payments Branch, Department of Education and Science, Cornamaddy, Athlone, Co. Westmeath** at least four weeks before the proposed start date of the leave.

Signature of Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Date:   -   -

**NOTE:** A Board of Management which decides that a teacher is ineligible for parental leave or decides to postpone parental leave should inform the teacher of same in writing at least four weeks before the proposed start date of the leave. **Only applications which have been approved by the Board should be forwarded to the Department.**

**Primary Payments Section,  
Department of Education & Science,  
Cornamaddy, Athlone, Co. Westmeath.**

**Tel: (0902) 74621 • (01) 8734700  
Fax: (0902) 83630  
Website: [www.irlgov.ie/educ](http://www.irlgov.ie/educ)**