

Appendix A - Application Form for Paternity Leave

The Application Form should be fully completed and submitted to the employer within 7 days of commencement of the Paternity Leave.

If the teacher pays Class A PRSI contributions, a completed [PB1 Form](#) should be submitted to the DEASP. This form is available from DEASP offices or online at www.welfare.ie. Online applications for Paternity Benefit may also be made at <https://services.mywelfare.ie/>

PART 1A – TEACHER APPLICATION

Teacher's Name: _____ Contact No.: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No.: _____

PART 1B – DETAILS OF THE CHILD

Date of birth of the child: _____

Date of placement of the child (in the case of adoption): _____

Proposed commencement date of Paternity Leave: _____

Declaration

I wish to apply for Paternity Leave in accordance with the Paternity Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____ Date: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Paternity Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 2 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) Paternity Leave in accordance with the Paternity Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- | | | |
|----|--|--------------------------|
| 1) | Written notification of intention to take Paternity Leave | <input type="checkbox"/> |
| 2) | Application for Paternity Leave | <input type="checkbox"/> |
| 3) | Copy of medical certificate confirming expected date of birth <u>or</u>
Certificate confirming date of birth/date of placement of the child | <input type="checkbox"/> |

Approved Paternity Leave has been recorded on the OLCS/relevant ETB system

Signature: _____ Date: _____

(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.