

## 6.6 Paternity Leave

Effective from the 1<sup>st</sup> September 2016, relevant parents are entitled to a single period of 2 weeks leave with pay after the birth/adoption of a child. This leave must commence within 26 weeks of the date of birth or placement of the child (in the case of adoption). Ref: [Circular 18/2016](#)

In order to qualify for paternity leave, the staff member must be a relevant parent as defined under the Paternity Leave & Paternity Benefits Act.

In the case of a multiple birth or the adoption of more than one child, the entitlement to paternity leave remains at one single period of leave.

### How to Apply

The staff member must provide a medical certificate or letter from a registered medical practitioner which shows the expected date of the birth. A birth certificate is also acceptable. In the case of adoption, the staff member must provide the certificate of placement. In the case of inter country adoption, staff members must supply a declaration of eligibility and suitability followed by the certificate of placement as soon as it becomes available.

Applications for paternity leave must be made at least 4 weeks in advance of the expected date of birth or the expected date of placement of the child (in the case of adoption). Where the leave is not being taken at the time of the birth or placement, applications must be made at least 4 weeks in advance of the planned leave. Where the birth takes place earlier than expected, applications can be made outside of the 4 week period.

To complete an application for paternity leave the following documentation must be completed and submitted in accordance with the timelines outlined above:

- The Paternity Leave form ([available here](#)) must be completed and submitted along with the evidence of the expected date of birth/placement of the child
- [The Paternity Benefit Application Form](#) must be completed and submitted to the Department of Employment Affairs and Social Protection by staff paying Class A PRSI. Please note that Teagasc must complete the Employer Certificate for Paternity Benefit which is part of this form. It is not necessary for staff paying other classes of PRSI to complete this form.

### Postponement

In the event of the day of placement being postponed or where the date of birth occurs after the expected date, the relevant parent is entitled to select another date for the commencement of the paternity leave. In such circumstances, the relevant line manager and HR must be notified as soon as possible.

In the event of certified sickness of the relevant parent immediately prior to the commencement of his/her paternity leave; the paternity leave may be postponed. Such postponed leave can be resumed on a date which is agreeable to the relevant parent and Teagasc, but end no later than 28 weeks after the date of birth or placement of the child.

In the event of hospitalisation of the child, the paternity leave may be postponed. Such postponed leave must be taken in one single period commencing no later than 7 days after the child has been discharged from hospital or such other date which is agreeable to the relevant parent and Teagasc.

## Payment

Staff members on Class A PRSI are entitled to full pay less social welfare contributions while on paternity leave (subject to being fully insured). Paternity benefit will then be paid by the Department of Employment Affairs and Social Protection directly to the staff member. Staff paying **other classes of PRSI** will not have social welfare contributions deducted from their pay and will receive payment of full salary from Teagasc. Your PRSI class can be identified from your payslip. The rules determining entitlement to payment of paternity benefit are set out on the Department of Employment Affairs and Social Protection website: <https://www.welfare.ie/en/Pages/Paternity-Benefit.aspx>

As outlined above, applications for Paternity Benefit must be made at least 4 weeks in advance of the planned leave to ensure payment in full.

Paternity leave is fully reckonable for service, seniority and annual leave purposes. Where a Public Holiday falls during paternity leave, this should be added to the paternity leave (i.e. taken immediately after the paternity leave ends).

Version	Revision Date	Summary of Changes	Policy Owner
2.0	October 2020	Update to Link	HR