



## **Ireland: Parental Leave Policy**

Parental Leave \*\* Parental leave provides parents in Workday with temporary leave to take care of their children.

### **Eligibility and Entitlement**

An employee who has one year's continuous service can take the full parental leave entitlement of up to 26 weeks' unpaid parental leave to take care of a child where the employee is the natural parent, adoptive parent or is acting in loco parentis to the child.

In general terms, parental leave must be taken before the child's 12th birthday. However, if a child was adopted between the age of 8 and 12, parental leave for this child may be taken up to two (2) years after the date of the adoption order. Furthermore, if a child has a disability or long-term illness, parental leave may be taken up to the child's 16th birthday or the date on which the child ceases to have that disability or long-term illness, whichever first occurs. Where the child is nearing 12 years of age (or 16 years of age if the child has a disability or long-term illness) and the employee has more than three months', but less than one year's, service with Workday, he or she shall be entitled to pro-rata parental leave. This means that the employee will be entitled to one week's parental leave for every month of continuous employment completed with Workday when the leave begins.

### **Manner in which Parental Leave may be taken**

The 26 weeks' parental leave per child may be taken: - in one continuous period of 26 weeks; or - in 2 separate periods with each period consisting of no less than 6 weeks. If this option is chosen, there must be a gap of at least 10 weeks between the 2 periods of parental leave; or; - on specific days if agreed with the business.

Where a parent has more than one child, parental leave may be limited to 18 weeks in a 12-month period except in the case of multiple births (i.e. twins/triplets etc.)

### **Transfer of Parental Leave**

Each parent has a separate entitlement to parental leave. Unless you and your partner work for Workday, you can only claim your own parental leave entitlement of 18 weeks per child. If you both work for Workday and Workday agrees, you may transfer a maximum of 14 weeks of your parental leave entitlement to each other.

### **How to apply for Parental Leave**

If you wish to apply for parental leave:

1. You must submit a formal written request to your manager at least 6 weeks before you intend to take such leave, setting out the duration and manner in which the proposed leave is to be taken. The parental leave application form can be found here. If your parental leave request is approved by your manager then:
2. Workday also allows to take parental leave for less than 2 weeks, like one day or more up to 2 weeks but it has to be entered as PTO not as leave of absence. Whatever is more than 2 weeks should be at least 6 weeks in one block or more
3. Please log your parental leave in Workday and attach your completed parental leave form. For requests less than 2 weeks, you can record this leave under 'Time Off' as you would with your annual leave, except select Parental Leave instead. If the leave is a block of 2 weeks or more, please submit it as a Leave of Absence by opening the Time-Off worklet in Workday and selecting Leave of Absence in the Request section. This must be logged before the 10th of the month that you plan to take it in i.e. if you intend to take parental leave from 20 - 25th June it must be entered into Workday before the 10th June.
4. People & Purpose will approve the leave.
5. Should you have any questions at all, please reach out to People & Purpose via Service Hub.

### **Postponement of Parental Leave**

We may postpone parental leave for up to 6 months should it have an adverse impact on the operation of the business. If this happens, you will be informed of the postponement in writing at least 4 weeks before the leave is due to start. If your child would reach the threshold age during such a postponement, you will retain your leave entitlement.

### **Illness while on Parental Leave**

If you become ill while on parental leave, and are unable to take care of your child, you are required to make contact with your manager and to provide us with a copy of the medical certificate(s) as evidence of your inability to take care of your child. The period of parental leave will be suspended and you will be treated as an employee on sick leave. On completion of the period of medically certified leave, you will resume your parental leave.

### **Your rights while you are on Parental Leave**

While on parental leave, an employee remains in continuous employment; as such, all public holidays and annual leave entitlements will accrue during this time. However, there is no right to receive payment of salary during the parental leave period. At the end of a parental leave period you will enjoy the entitlement to return to your usual job as far as is reasonably practicable,

under terms and conditions no less favourable than those which would have applied had you

not been absent. If that is not reasonably practicable, you will be offered a suitable and appropriate alternative, on no less favourable terms and conditions.

### **Abuse of Parental Leave**

The objective of parental leave is to allow you to take care of your child. It is not for the purposes of a sabbatical or a holiday or to enable you to take up another job.

### **Policy**

This policy does not form part of any employee's contract of employment and Workday reserves the right to vary or amend this policy as may be necessary from time to time.