



Ireland: Parents Leave Policy

Parent's Leave entitles relevant parents (as defined below) in Workday to 9 weeks leave (for each parent) to be taken in the first two years of the child's life.

Eligibility and Entitlement

An employee can take Parent's Leave within the first 104 weeks of the birth/adoption of a child for any child born or adopted on or after 1 November 2019.

During Parent's Leave, employees are unpaid by the company but those who have the necessary PRSI contributions are entitled to claim Parent's Benefit allowance from the Department of Employment Affairs and Social Protection.

A "relevant parent" for the purposes of parent's leave entitlement 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 parent or parents of a child
- the spouse, civil partner or cohabitant of the adopting parent
- 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

Parent's Leave cannot be transferred between parents – except in specified circumstances such as the death of one of the parents.

How to apply for Parent's Leave

If you wish to apply for Parent's Leave:

1. You must submit a formal request to your manager at least 6 weeks before you intend to take such leave, setting out the date, duration and manner (a five-week block or five one-week periods) in which the proposed leave is to be taken. If your manager approves the request then please move onto step
2. Employees should apply for Parent's Benefit from the Department of Employment Affairs and Social Protection.
3. Please log your Parent's Leave on the workday system. 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 in which you intend to take Parent's Leave i.e. if you intend to take

4. Parent's Leave from 20 - 25th June it must be entered on the workday system before 10th June.
5. Should you have any questions at all, please raise a People Guide Request via Service Hub.

Postponement of Parent's Leave

If you need to change or postpone your Parent's Leave, please agree the new dates in advance with your manager (ensuring you give at least 6 weeks notice) and update your Parent's Leave time off on the workday system.

Workday may postpone your Parent's Leave for up to 12 weeks. Workday may postpone your leave for the following reasons:

- Seasonal variations in the volume of work
- No replacement to carry out your work
- The nature of your duties
- The number of other employees also taking Parent's Leave
- Any other relevant matters

Illness while on Parent's Leave

If you become ill while on Parent's 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 Parent's 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 Parent's Leave.

Your rights while you are on Parent's Leave

Time spent on Parent's Leave is treated as though you have been in employment, and this time can be used to accumulate annual and public holiday entitlement. You are entitled to return to work to the same job with the same contract of employment. If it is not reasonably practicable to allow you to return to the same job, you will be provided with suitable alternative work. This new position should not be on terms substantially less favourable than those of your previous job.

Abuse of Parent's Leave

The objective of Parent's 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.