

Reference No: Letter to Personnel Officers; **Date:** 25/07/2000

25/07/2000 LP:- Parental Leave - Circulars 22/98 and 22/2000

Ref: E 109/188/98

Re: Parental Leave:- Circulars 22/98 and 22/2000

To all Personnel Officers.

I refer to the period of notice required to avail of Parental Leave.

Paragraph 10 of Circular 22/98 requires a minimum of 6 weeks notice prior to the proposed commencement date of parental leave. This requirement is in accordance with the Parental Leave Act, 1998. The Act also provides that where an employee does not give the required notice, the employer may at his/her discretion accept an application and grant the parental leave.

This Unit has received a number of enquiries in relation to this requirement, in particular in relation to the extended entitlement to parental leave, details of which are set out in Circular 22/2000. While the 6 weeks notification period for availing of parental leave applies to all parental leave entitlements, including the extended entitlement, it should be noted that Personnel Officers should note their discretion in relation to applications which do not comply with the notification period.

Yours sincerely,

Deirdre MacRory
Civil Service Equality Unit
25 July, 2000