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| <p>An Roinn Oideachais agus Scileanna<br/>Ardoideachas – Beartas agus Scileanna<br/>Sráid Maolbhríde<br/>Baile Átha Cliath 1</p> |  | <p>Department of Education and Skills<br/>Higher Education Policy and Skills<br/>Marlborough Street<br/>Dublin 1</p> |
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**To: Director of each Institute of Technology and President, D.I.T.**

**Circular Letter No. 0034 /2012**

**PARENTAL LEAVE – AMENDMENT FOR STAFF IN INSTITUTES OF TECHNOLOGY**

The Minister for Education and Skills wishes to advise that the maximum age of a child in respect of whom an employee may take parental leave has been increased from the date of this circular.

**Maximum age of child increased from 8 to 13 years.**

The maximum age of a child in respect of whom staff may take parental leave is increased from eight to thirteen years. In the case of an adopted child, where the child is eleven years or more but less than thirteen, the parental leave must be taken within two years of the adoption order.

In the case of a child with a disability the age limit of sixteen years still applies.

This circular should be read in conjunction with all previous circulars, memoranda, rules and regulations in relation to parental leave for staff in Institutes of Technology.

Please ensure that the contents of this circular are brought to the attention of all staff in your employment, including those on leave of absence.

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Anne Forde,  
Principal Officer,  
Higher Education Policy and Skills Unit

17<sup>th</sup> September 2012