

To: President of each Institute of Technology and President, D.I.T.

Circular Letter No. 0038 /2013

Changes to Parental Leave Entitlements

1. I am directed by the Minister for Education and Skills to refer to the Parental Leave entitlements of all eligible staff in the Institutes of Technology and Dublin Institute of Technology.
2. A staff member is entitled to 18 weeks unpaid parental leave in respect of each child up to the age of 13 years or the age of 16 years in the case of a child with a disability and/or long-term illness. There is no obligation, however, to take the full 18 weeks leave. Applicants who have taken 14 weeks previously may now apply for an additional 4 weeks provided they still meet the entitlement criteria.
3. Entitlement to parental leave shall end
 - not later than the day on which the child concerned attains his/her 13th birthday or
 - in the case of an adopted child aged between 11 and 13 years, not later than two years from the date of the adoption order
 - in the case of a child with a disability and or long term illness, not later than the day on which the child attains his/her 16th birthday.
4. In the case of eligible academic staff, any obligation in respect of public holidays or statutory annual leave occurring while on Parental Leave will be comprehended through days at Easter, Summer and Christmas when there are no lectures/teaching/assessments as per Institutes' Academic Calendars (i.e. outside of term time).

The terms of this circular supersede all entitlements in respect of Parental Leave outlined in previous circulars.

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15th July 2013