

DRAFT PATERNITY LEAVE POLICY

Paternity Leave

The purpose of this paternity leave policy is to offer time off for new parents. This policy may change from time to time to reflect existing legislation and/or Company practice.

Eligible employees include the father of the new-born or adopted child and the spouse, civil partner or cohabitant of the mother or adopting parent.

Paternity Leave Period

All eligible employees in Ireland, no matter how long they have been working, are entitled to take paternity leave for a period of 2 weeks. The paternity leave must be taken as 1 continuous period of 2 weeks, at any time during the 26-week period commencing on the date of birth (or placement in the case of adoption).

In the case of multiple births or multiple adoptions, employees will only be entitled to 1 period of paternity leave.

Payment

Paternity leave is unpaid leave¹. However, employees may qualify for State Paternity Benefit for the 2-week leave period if they have sufficient PRSI contributions. Employees should apply for the State Paternity Benefit at the Department of Social Protection.

Notification Requirements

Written notification of the employee's intention to take Paternity Leave must be received by [the Human Resources Department] at least 4 weeks before the commencement of the leave period.

Please note that this information has been compiled as a guidance note only and does not constitute legal advice. It should not be relied upon in dealing with specific matters. Professional legal advice should be obtained before taking or refraining from any action as a result of the content of this document.

¹ There is no statutory requirement to pay an employee while they are on paternity leave.