

## Family-related Leave @ DCU - Summary

### Introduction

A range of family-related leave schemes are available to support staff members who are parents, guardians and/or carers. Below is a summary of each of these leave types and links to more detailed information on each.

### Adoptive Leave

Under the [Adoptive Leave Policy](#), general leave with pay may be granted to qualified adopters - a sole adopter, in the case of a parent who is adopting a child on their own, or the nominated parent in the case of an adopting couple. Adoptive leave will consist of 24 consecutive weeks leave with pay (less social welfare benefit) and will commence on the day of placement of the child. Similar to maternity leave provisions, at the end of the adoptive leave a staff member may, on application, be granted 16 weeks additional adoptive leave without pay.

### Carer's Leave

Statutory [Carer's Leave](#) provides for temporary absence from employment for the purpose of providing full-time care to a person requiring it, while protecting the employee's employment rights. Carer's leave from employment is unpaid but your job will be kept open for when you return and you may be entitled to a social welfare payment from the Department of Social Protection (DSP).

### Maternity Leave

DCU is committed to supporting employees before, during and after maternity leave. There is an overwhelming amount of information for expectant parents to access on maternity leave so this handy DCU [Maternity Leave Tip Sheet](#) provides an overview of the DCU policy and links to lots of additional supports also.

In summary, employees are entitled to twenty-six consecutive weeks of statutory paid leave, and public holidays that fall within this period. In addition, employees have the option of availing of up to sixteen weeks' unpaid leave immediately following the initial period of paid leave.

### Parental Leave

The DCU [Parental Leave Policy](#) entitles a working parent to unpaid leave from work to take care of their child in accordance with Parental Leave Acts 1998 – 2019 and European Union (Parental Leave) Regulations 2013. From 1 September 2022 you can take up to 26 weeks' parental leave (previously 22 weeks) for each eligible child up to their 12th birthday. You must give at least 8 weeks' notice before taking parental leave. If you work part-time, your entitlement to parental leave is reduced on a pro-rata basis.

### Parent's Leave

Under the [Parents' Leave Policy](#) a working parent is entitled to five weeks paid leave from work to enable them to take care of their child in accordance with Parent's Leave and Benefits Acts 2019. It is a statutory leave type separate to Maternity Leave, Parental Leave and/or Paternity Leave. This policy applies to all eligible parents who are in the employment of DCU and whose child(ren) were born or adopted after 1st November 2019. A pro-rata entitlement is applied for staff who do not work full time. The leave must be taken within the

first two years of the child's birth, or in the case of an adopted child within the first two years of the child's placement. In the case of a multiple birth, or when a person adopts two or more children at the same time, the total entitlement to Parent's leave shall not exceed five weeks. The employee must formally request Parent's leave at least six weeks in advance of the start date of the leave.

## **Paternity Leave**

Paternity Leave is to allow the relevant parent to provide or assist in the care of the child or to provide support to the mother / relevant adopting parent of the child. Paternity Leave is a period of two consecutive weeks paid leave available to a relevant parent on the birth/adoption of a child, where the date of birth/day of placement falls on or after 1st September 2016. It is also available for stillbirths after 24 weeks of pregnancy. Applications for paternity leave must be made to HR no less than 4 weeks before the commencement of such leave and the application can be found on our [website](#).