

Parent's Leave

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Parent's Leave

1. Purpose

This Policy is in line with the Parent's Leave and Benefit Act 2019 which enables a "relevant parent" to take 9 weeks' parent's leave which must be taken within 104 weeks of the birth or placement of the birth / adoption of a child.

Parent's leave will apply to births / placements that take place on or after 1 November 2019. During parent's leave, employees who have the necessary PRSI contributions are entitled to parent's leave benefit from the Department of Social Protection.

2. Scope

Parent's leave is available to all part-time and full-time employees of the Law Society, provided they meet the conditions outlined below, to allow them time off from work within the first 2 years of the birth or adoption of their child or the child of their spouse or partner.

3. Policy

3.1. Conditions

Parent's leave is available to employees who are deemed to be the "relevant parent" of a child. There is no minimum service required with the Law Society to qualify for parent's leave.

Parent's leave is non-transferrable between relevant parents.

An employee who is a relevant parent may avail of parent's leave in periods of not less than 1 week at a time.

Under the Act, a "relevant parent" includes:

- A parent of the child
- A spouse, civil partner or cohabitant of the parent of the child
- A parent of a donor-conceived child as provided for under section 5 of the Children and Family Relationships Act 2015
- The adopting parent or parents of a child
- The spouse or civil partner or cohabitant of the adopting parent of the child (if the parents have not adopted the child together).

In certain circumstances, this may give rise to an entitlement to parent's leave on the part of up to four individuals in respect of a single child.

The leave will commence on the date the relevant parent selects in their written notification.

In the case of multiple births, or where two or more children are being adopted at the same time, only a single nine-week entitlement of parent's leave applies.

3.2. Applications / General

Requests for parent's leave must go, in writing, to the appropriate line manager by completing the approved parent's leave form no later than 6 weeks prior to the proposed date of commencement. Forms for parent's leave must be requested from the Human Resources Department and filled in via BambooHR.

An employee on maternity/paternity leave may take their parent's leave once their maternity/paternity leave has concluded.

In cases where the Law Society is not the same employer from whose employment maternity leave (or adoptive leave) has been taken, a copy of the medical certificate confirming the pregnancy and specifying the expected due date of birth or placement of the child, must be attached to the parent's leave form.

Applications for parent's leave are reviewed by the Director of the relevant Department. Applications are sent to the Director of Human Resources for final approval. In certain cases, applications may be referred to the Executive Leadership Team. An employee can apply for Parent's Benefit online at www.mywelfare.ie. An employee will need their child's PPS number to complete the application.

Once the application has been approved, the Human Resources Department will produce a confirmation document for the employee to sign which will outline payroll arrangements at least 4 weeks prior to the date of commencement of the parent's leave. Employees must submit their own claim to the Department of Social Protection once their application for parent's leave has been approved. Claims should be made payable directly to the Law Society. Please contact the [Human Resources Department](#) to be provided with necessary information for application form.

3.3. Misuse of leave

Parent's leave is granted solely for the purpose of allowing employees time off from work within the first two years of the birth or adoption of their child or the child of their spouse or partner, taking care of the child concerned. This leave may be terminated by the Law Society if it is not used for this purpose, and / or an employee may be subject to disciplinary action, up to and including dismissal.

3.4. Payment during parent's leave

The Law Society will top up the state paid parent's leave benefit for employees who have more than 12 months service, in which case the Law Society will make up the shortfall between the Social Welfare parent's leave benefit and the employee's net salary for the period of nine weeks' parent's leave.

3.5. Postponement of Parent's Leave by the Law Society

In certain limited circumstances the Law Society may need to exercise its right to postpone an employee's intended parent's leave commencement date by up to 12 weeks. Postponement may arise where the Law Society is satisfied that the taking of the parent's leave at the time specified in the notification would have an adverse effect on the operation of the organisation by reason of:

- (a) Seasonal variations in the volume of work concerned,
- (b) The unavailability of a person to carry out their duties during the period of the leave,
- (c) The nature of their duties,
- (d) The number of colleagues availing of parent's leave during the period.

If any postponement resulted in the child reaching 2 years before the leave had been drawn down, the 104 weeks' cap would be extended by up to 12 weeks.

3.6. Early confinement

Where the birth of the child occurs 4 or more weeks prematurely, an employee will be deemed to have complied with their notice of intention to take parent's leave obligations to the Law Society, once notice is given in the period of 7 days commencing on the date of confinement.

3.7. Postponement of Parent's Leave due to late birth/postponed adoption placement

An employee who is a relevant parent may postpone a period of parent's leave where the date of birth occurs after the date selected by a relevant parent in their notification to the Law Society or where the date of placement is postponed in the case of adoption. The Law Society retains the right to postpone the commencement date for the parent's leave period.

3.8. Postponement of parent's leave when the child is hospitalised

If the child is hospitalised, the employee may request in writing to postpone all or part of their parent's leave. The postponed leave is to be taken not later than 7 days after the discharge of the child from hospital or such other date as may be agreed between the relevant parent and the Law Society.

4. Review

This Policy will be reviewed from time to time and may be subject to change. For information on potential reviews please contact the [Human Resources Department](#)

Version History

Date	Amendment	By	Version no.	Review Due
29/05/2025	Service requirement for paid leave reduced from 24 months to 12 months Entitlement to parent's leave increased from 7 weeks to 9 weeks	HR Administrator	V1.0	10/10/2027