

Appendix A - Application Form for Parent's Leave

The Application Form should be fully completed and submitted to the employer at least 6 weeks prior to the planned commencement date. In the case of an application for separate periods of Parent's Leave, the teacher may submit separate Application Form(s), where all relevant dates have not been determined at that time of initial application.

Part 1A - TEACHER APPLICATION

Teacher's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

PART 1B – DETAILS OF THE CHILD/CHILDREN

Application for Parent's Leave in respect of:

Name of Child/Children:	Date of Birth/Day of Placement:

Documentation accompanying this application (tick as appropriate):

- Medical Certificate showing expected date of birth (where relevant)
- Birth Certificate of the relevant child/children
- Certificate of Placement for the relevant child/children (in the case of adoption)
- Declaration of Eligibility and Suitability (in the case of a foreign adoption)

PART 1C – PARENT'S LEAVE DETAILS

Proposed pattern of Parent's Leave as follows (enter inclusive dates):

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

Declaration

I wish to apply for Parent's Leave in accordance with the Parent's Leave Scheme as set out in Circular 0058/2024 titled '*Parent's Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____ Date: _____

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Parent's Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this Application Form can be found on gov.ie. Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on gov.ie. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 3 – EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Parent's Leave application in accordance with the Parent's Leave Scheme as set out in Circular 0058/2024 titled '*Parent's Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- | | |
|---|--------------------------|
| 1) Application for Parent's Leave | <input type="checkbox"/> |
| 2) Copy of Birth Certificate/Evidence of the date of adoption/Adoption Order for the relevant child | <input type="checkbox"/> |
| 3) Copy of Confirmation Document issued to teacher | <input type="checkbox"/> |
| 4) Copy of Decision Notice issued to teacher | <input type="checkbox"/> |

Approved Parent's Leave has been recorded on the OLCS/relevant ETB system	<input type="checkbox"/>
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Signature: _____ Date: _____
(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.