

**PARENT’S LEAVE APPLICATION FORM**

**This leave may be taken any time in the first 2 years after the birth of babies born or adopted after 1st November 2019.**

**If applicant pays Class A, B,C,D,E,H PRSI contributions, the application can be made online at** [**www.MyWelfare.ie**](http://www.MyWelfare.ie)You must have a [Public Services Card](https://www.citizensinformation.ie/en/social_welfare/irish_social_welfare_system/public_services_card.en.html) (linked to your mobile phone number) and a verified [MyGovID](https://www.mygovid.ie/en-IE/GettingStarted) account to apply online. **You will be asked to provide the new baby’s PPS Number. Please opt to receive payment to your current or deposit account. *There will be no top up salary paid by UCC*. Employer’s Registered No. is 0006286E.**

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Parent’s Leave From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(From April 2021, Parents Leave can be taken up to a max of 5 weeks.* **From July 2022***, Parent’s Leave may be taken up to a max of 7 consecutive weeks or can be split into separate weeks)*

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*PLEASE SIGN IN BLOCK CAPITALS*

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Processed by HR Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**