

Royal Irish Academy of Music

Application for Parental Leave

(Under Parental Leave Act 1998)

Section 1 – To be completed in full by staff member

STAFF DETAILS

Staff Name _____ Staff Number _____

Department _____

Address _____

Phone _____ Email Address _____

Full-Time _____ Part-Time _____ Hours & pattern of work _____

PARENTAL LEAVE REQUEST DETAILS

Name of child _____ Date of birth _____

Proposed start date _____ Proposed end date _____

Proposed structure of leave* _____

Proposed number of days _____

State Public/RIAM holidays during proposed period _____

Parental Leave previously taken in respect of this child with:

RIAM _____ Other Employer _____

STAFF SIGNATURE – I declare that the information given above is accurate and complete

And

Signed: _____ Date: _____

Print Name: _____

Section 2: To be Completed by the Secretary/Finance Officer

AUTHORISED SIGNATORY

Signed: _____ Date: _____

CONSIDERATION & CONFIRMATION Having considered the above request for changes to hours of work and / or pattern of work under the European Union (Parental Leave) Regulations 2013, I confirm that: The request is approved The request is declined Signature of Secretary/Finance Officer

Signed: _____ Date: _____ Print Name:

IMPORTANT NOTES • Request to be made no later than 6 weeks before proposed commencement date using this application • Response to be given no later than 4 weeks before proposed commencement date using this application • Copy of completed application must be returned to Secretariat Office whether approved or declined

Parental Leave Applications and Agreements will be reviewed annually, 12 monthly following the initial date of commencement.