



NOTIFICATION OF INTENTION TO TAKE PATERNITY LEAVE

- 1) Paternity Leave may be taken at any time in the 26 weeks after birth. A medical cert will need to be provided either before or after the baby is born to confirm the pregnancy/birth.
- 2) The employer must be informed 4 weeks before an employee intends to take Paternity leave.
- 3) Paternity Benefit may be claimed provided the employee has the relevant PRSI Contributions. This can be queried with the Department of Social Protection.
- 4) Paternity Leave is not paid by Kaizen Workforce Solutions.
- 5) Employees will also be entitled to Parental Leave & Parents Leave, which is separate to Paternity leave.

➤ **Date of placement in cases of adoption.*

To be completed by the Relevant Parent who wishes to apply for Paternity Leave

Name (in print): _____

Working Location: _____

Email Address: _____ Contact No: _____

Complete whichever of the following applies:

Expected due date of the _____ child: / /

Date of birth of the child: _____
/ /

Date of placement of the
child: / / /

I wish to take paternity leave _____ as follows: From: _____ To: ___/___

Signature of Relevant Parent: _____

Date: _____

To be completed by Human Resources

I certify that I have approved the above leave in accordance with the Paternity Leave policy. The following required documentation is enclosed:

- (1) Completed Notification of Intention to take Paternity Leave
- (2) Certificate confirming whichever of the following is applicable:
 - (a) the due date of child OR
 - (b) the date of birth of the child OR
 - (c) the date of placement of the child
- (3) PB2 form (Employer Certificate for Paternity Benefit from the Department of Social Protection)

Signature of Human Resources: _____ **Date:** _____

To be completed by HR

I have verified the documentation received: