

20 March 2013

Re: Parental Leave in the Civil Service – New Provisions

Dear HR Manager

The parental leave arrangements for civil servants are set out in Circular 20/2008 - *Parental Leave in the Civil Service*.

In accordance with SI No 81 of 2013 which gives effect to EU Council Directive 2010/18/EU, I wish to inform you of new provisions to the parental leave arrangements for civil servants.

Increase in Parental Leave

1. The amount of parental leave is being increased from fourteen working weeks to eighteen working weeks.

Transfer of Parental Leave

2. Only 14 of the 18 weeks can be transferred between qualifying parents where both parents are employed in the Civil Service. Four weeks are non-transferrable.

Parental Leave for child with long term illness

3. Circular 20/2008 provides that in the case of a child with a disability, the parental leave must be taken before the child attains the age of sixteen years. The same age limit now applies to a child with a long term illness.

Long-term illness, in this context, means an illness, the effect of which is that the level of care required for the child is substantially more than the level of care that is generally required for children of the same age who do not have any such a long term illness.

Request a change of work pattern

4. A parent returning to work from parental leave may request a change in work pattern for a set period of time. The employer is obliged to consider and respond to such requests, taking into account both the employer's and worker's needs. There is no obligation on the employer to grant the change in work pattern.

5. Civil servants should make any such request in writing to the HR Manager as soon as reasonably practicable, but not later than six weeks before the proposed commencement of the set period of time concerned, specifying the nature of the changes requested and the date of commencement and duration of the set period requested.

6. The HR Manager must inform applicants in writing if the request is being granted or refused as soon as reasonably practicable, but not later than four weeks after receiving an application. There is no obligation on the employer to grant the change in work pattern.

Effective Date

7. The new arrangements are effective from 8 March, 2013.

Please bring this to the attention of all civil service staff in your Department/Office or in any bodies under the aegis of your Department/Office.

Yours sincerely

Patricia Coleman
Director
20 March 2013