

Parental Leave Policy**1. Policy Statement**

Keltech will provide parental leave to facilitate parents who require periods of short term unpaid leave to take care of a child under 8 years of age, or older in specific circumstances.

2. Purpose

- 2.1. To inform employees of their rights and entitlements in relation to parental leave.
- 2.2. To outline the procedures that must be followed when applying for parental leave.

3. Scope

This policy applies to all employees of Keltech provided that they meet the conditions outlined below.

4. Responsibilities

- 4.1. Employees wishing to avail of parental leave are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring employees wishing to avail of parental leave are familiar with and comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

5. Entitlement

- 5.1. Any full time employee, who is a natural or adoptive parent, or in loco parentis, and has completed one years continuous service, is entitled to 18 weeks unpaid leave per child, to enable him/her to take care of his/her child.
- 5.2. Part Time employees are entitled to avail of parental leave on a pro rata basis.
- 5.3. Where an employee has more than one child, no more than 18 weeks parental leave may be taken in any 12 month period except in the case of children of a multiple birth (i.e. twins, triplets).
- 5.4. Where an employee has less than one years continuous service with Keltech and more than 3 months continuous service , and the child is about to go beyond the specified age limit, the employee will be entitled to one weeks unpaid leave for each month of continuous employment. Any period of probation, training or apprenticeship will be suspended while an employee is on parental leave, and will be completed on the employee's return.
- 5.5. Parental Leave must be taken before the child reaches eight years of age except in the following circumstances:
 - 5.5.1. In the case of a child with a disability the leave must be taken before the child reaches 16 years of age.

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- 5.5.2. In the case of an adopted child, who is between the age of 6 and 8 at the time of adoption, leave in respect of that child may be taken for up to 2 years after the date of the adoption order.
- 5.6. The company will consider applications for, but cannot guarantee agreement to; the transfer of parental leave from one parent to another should be employed by Keltech.
- 5.7. Parental Leave may be taken as a continuous block of 18 weeks, or two blocks of six or more weeks with a minimum of 10 weeks between each block.

6. Application Process

- 6.1. Employees wishing to avail of Parental Leave must complete a Notification of Intention to take Parental Leave form and submit it to their supervisor not less than six weeks prior to the planned commencement of the leave. A copy of the child's birth certificate/ adoption order must accompany the application. The request must specify the commencement date, duration and mechanism for taking parental leave.
- 6.2. A Confirmation Document of Parental Leave will be issued by the HR Coordinator for signing not less than 4 weeks before commencement of the parental leave. A signed copy will be given to the employee and also a copy will be held in the employee's file.
- 6.3. An employee may revoke their notice to parental leave prior to signing the Confirmation Document. After both parties have signed the confirmation document, alterations to the document can only be made by agreement between the employee and Keltech.

7. Conditions while on Parental Leave

- 7.1. All employment rights will be protected while on parental leave other than the right to remuneration.
- 7.2. Parental Leave is unpaid.
- 7.3. Annual leave and public holiday entitlements accrue while an employee is on parental leave.
- 7.4. There is no social welfare support during periods of parental leave but an employee can apply for PRSI credits for any period of parental leave.
- 7.5. In the event that an employee becomes ill while on parental leave and is unable to take care of the child, they should inform their supervisor. Subject to submission of appropriate medical certificates the period of parental leave will be suspended and the sick leave procedure will be applied.

8. Postponement of Parental Leave

- 8.1. Keltech has the right to postpone the granting of parental leave for up to six months, if granting it at a certain time would have an adverse impact on the business.
- 8.2. In such cases, the company will consult with the employee so that a mutual alternative can be reached within 6 months, and should the child reach the age limit, this will not prevent the parent taking the leave at the future date.

9. Return to Work

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At the end of the period of parental leave, employees are entitled to return to their original job or an alternative role with terms no less favourable than those held prior to parental leave.

10. Abuse of Parental Leave

- 10.1. Parental leave is granted solely for the purpose of taking care of a child and must not be used for any other reason.
- 10.2. Employees found to be using this leave for other purposes may be subject to disciplinary action up to and including dismissal.

Appendix 1

Notice of Intention to take Parental Leave

Employee Details

Employee Name	
Employee Address	
Position	
Commencement Date of Employment	

Child Details

Name of Child	
Date of Birth of Child	
Date of Adoption of Child (If Applicable)	
Please attach with this form a copy of the Birth Certificate/ Adoption Order.	

Have you availed of Parental Leave with respect to this child in the past?

Yes No

If yes, please give details

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Proposed Dates for Parental Leave

Commencement Date	
Return to Work Date	

Please Tick Which Option you are Taking

Option 1:	Full 14 continuous weeks leave	<input type="checkbox"/>
Option 2:	One block of 6 weeks and one block of 8 weeks	<input type="checkbox"/>
Option 3:	One block of 7 weeks and one block of 7 weeks	<input type="checkbox"/>

Declaration

I declare that the information provided in respect of this application is true and accurate. I have read and fully understand the terms and conditions of the Parental Leave policy. I understand that I will not receive any remuneration or superannuation during a period of parental leave, but my other terms and conditions of employment will remain the same.	
Employee Signature:	
Date:	

Note: This form must be completed by the employee and submitted to their supervisor not later than six weeks before the commencement of parental leave. A copy of the child's birth certificate/ adoption order should accompany this application.