

Paternity Leave Policy

1. Policy Statement

Keltech will ensure that all employees are facilitated to avail of their entitlements in relation to Paternity Leave.

2. Purpose

- 2.1. To inform employees of their rights and entitlements in relation to paternity leave.
- 2.2. To outline the procedures that must be followed in relation to instances of paternity leave.

3. Scope

This policy applies to all employees of Keltech who are covered by the terms of the Paternity Leave and Benefit Act 2016. This leave is to enable him/her to provide or assist in the provision of care to the child or to provide support to the other parent or mother of child, or both as the case may be for 2 weeks leave on or after the 1st of September 2016.

4. Responsibilities

- 4.1. Employees availing of paternity leave are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring employees availing of paternity 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. Employees are entitled to 2 weeks Paternity Leave within the first 6 months preceding the birth or adoption of their child.
- 5.2. Other than certain circumstances as outlined in the legislation, the leave will comprise of a single period of 2 weeks.
- 5.3. Where multiple births take place or a person adopts 2 or more children at the same time, a person shall only be entitled to one period of Paternity Leave.
- 5.4. A person may not avail of paternity leave under this act where the person avails of Adoptive Leave under the Adoption Leave Act.

6. Notification Process

- 6.1. Employees must submit written notice of their intention to take paternity leave to their supervisor at least four weeks prior to their expected paternity leave commencement date.
- 6.2. Leave at short notice may be granted for cases on premature births. Employers must be informed as soon as reasonable practicable of intention to commence paternity leave.

Paternity Leave Policy**7. Conditions while on Paternity Leave**

- 7.1. During paternity leave, an employee will be deemed to be in employment and their employment rights will be protected with the exception of right to remuneration.
- 7.2. Annual leave and public holiday entitlements accrue while an employee is on paternity leave.
- 7.3. Employees on paternity leave do not receive any payment from the company. However those employees who have the necessary PRSI contributions are entitled to paternity benefit payment from the Department of Social Protection at a rate of €230 per week for the 2 weeks paternity leave. Employees should apply directly to the Department of Social Protection for this benefit.

8. Postponement of Leave

- 8.1. Where, as the case may be, the day of placement is postponed or the date of confinement occurs after the date selected by a relevant parent he/she shall be entitled to select another date on when paternity leave shall commence.
- 8.2. In the case of the child being hospitalized the relevant parent may postpone paternity leave by written notification to the company.
- 8.3. In the event of illness of the relevant parent, he/she may postpone their paternity leave by written notice as soon as reasonable practicable after being ill and have his/her leave treated as sick leave. A doctors certificate must be given as evidence and the absence will be treated in such manner as any absence from work due to sickness.
- 8.4. Any request to postpone paternity leave must be made in writing to the employees supervisor as soon as possible.

9. Return to work

- 9.1. At the end of paternity leave, employees are entitled to return to their original job or an alternative role with terms no less favorable than those held prior to paternity leave.
- 9.2. If an employee decides not to return to work following their paternity leave, they are required to give the company the adequate notice in writing which is outlined in their contracts of employment.