

# University Application Form for Paternity Leave on the birth / placement of a child

## University Application Form

As required by the University's Paternity Leave Policy this application form must be fully completed by the University employee making the application (i.e. the 'Relevant Parent') and forwarded to the DCU Human Resources Department where it will be retained for record and audit purposes. It should be completed within 7 days of the commencement of the Paternity Leave.

### To be completed by the Relevant Parent

<b>Name</b>	
<b>DCU Staff Number</b>	
<b>Contact Phone Number</b>	
<b>PPS Number</b>	

Date of Birth of the child: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

or

Date of Placement of the child: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I wish to commence my paternity leave on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I wish to apply for the above leave in accordance with the University's Paternity Leave Policy.

**Signature of Relevant Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### Department of Social Protection Forms - Please Note

If your pay is subject to Class A PRSI contributions you must also submit the following completed Department of Social Protection application forms directly to that Department (not DCU):

- 1) Form PB1 - Application for Paternity Benefit
- 2) Form PB2 - Employer Certification for Paternity Benefit

### For DCU HR Department use only

I certify that I have approved the above leave in accordance with the University's Paternity Leave Policy and I have actioned the following:

1.	Written notification of intention to take Paternity Leave and relevant certification held on HR file.	
2.	Application for Paternity Leave held on HR file.	
3.	Certificate showing date of birth / placement of the child held on HR file.	
4.	Copy of form PB2 – Employer Certification for Paternity Benefit completed and copy held on file.	
5.	Notification of approved leave made to the DCU Payroll Office	

**HR Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(On behalf of the University)

End.