



## Information Note TC/IN 0007/2024

**To: The Managerial Authorities of Recognised Primary and Voluntary Secondary and Community and Comprehensive schools**

### **Amendment to the Parents Leave Scheme for School Secretaries covered by the terms of the 2022 Workplace Relation Commission (WRC) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools**

#### **1. Introduction**

- 1.1 This Information Note notifies employers of an amendment to the Parents Leave Scheme Provisions contained in [Circular Letter 0007/2024](#) entitled *Leave Entitlements for School Secretaries employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools*

#### **2. Entitlement to Parents Leave**

- 2.1 From the 1<sup>st</sup> of August 2024, the Parent's Leave entitlement is increased to 9 weeks for a relevant parent. Previously, the entitlement was 7 weeks Parents Leave in respect of each eligible child.
- 2.2 Where Parent's Leave is availed of, it must be taken within 24 months (2 years) from the date of birth of the child or in the case of adoption, the day of placement of the child except in the case of postponement where the leave can be extended beyond the 2-year period.
- 2.3 The parent of a child born or adopted between 1<sup>st</sup> November 2019 and 31<sup>st</sup> July 2022 is not eligible for the additional 2 weeks Parent's Leave.
- 2.4 Where a secretary has already availed of their 7-week entitlement up to 1<sup>st</sup> August 2024, they may apply to their employer for an additional 2 weeks from the date provided the eligibility criteria is met.
- 2.5 Application for Parents Leave should be made by the School Secretary to their employer at least 6 weeks prior to the planned commencement date.

### 3. Exceptional Arrangements for August 2024

- 3.1 The legislation ([S.I. No. 300/2024](#)) to provide for the additional 2 weeks Parent's Leave from 1<sup>st</sup> August 2024 was published on 21<sup>st</sup> June 2024.
- 3.2 Due to the publication date of the legislation, an employer may be unable to approve a school secretary's application for the additional 2 weeks Parent's Leave with an intended commencement date in August/September 2024. This is because the minimum 6-week application deadline requirement cannot be met.
- 3.3 In circumstances where the child turns 2 years of age or where the adoptive child is 2 years placed with the school secretary in August/September 2024, a 12-week extension can be facilitated to allow the school secretary to avail of the additional 2 weeks Parents' Leave entitlement.
- 3.4 This 12-week extension commences from the original intended Parent's Leave start date in August/September. The approved Parent's Leave period must be availed of and fully exhausted, before the 12-week extension expires. The intended Parent's Leave start date must begin no later than two weeks prior to the child's 2nd birthday or where the adoptive child is 2 years placed with the school secretary.

Examples are as follows:-

- A Secretary's child will be 2 years of age on the 23<sup>rd</sup> of August 2024. The Secretary wishes to avail of two weeks Parent's Leave from the 9<sup>th</sup> of August 2024. The Employer is unable to approve the two weeks Parent's Leave due to the minimum 6-week notification requirement. In this instance the 12-week extension may be applied but the Parents Leave must be availed of and fully exhausted by the 1<sup>st</sup> of November 2024.
- A Secretary's adoptive child will be 2 years placed with the Secretary on the 12<sup>th</sup> of September 2024. The Secretary wishes to avail of the two weeks Parent's Leave from the 29<sup>th</sup> of August 2024. The Employer is unable to approve of the two weeks Parent's Leave due to the minimum 6-week notification requirement. In this instance the 12-week extension may be applied but the Parent's Leave must be availed of and fully exhausted by the 21<sup>st</sup> of November 2024.

#### **4 Circulation of Information Note**

- 4.1 Please ensure that this Information Note is circulated to all members of the Board of Management and its contents are brought to the attention of all school secretaries covered by the terms of the 2022 Workplace Relation Commission (WRC) Agreement in your employment, including those on leave of absence.
- 4.2 This Information Note can be accessed on the Department's website at [gov.ie](http://gov.ie).

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**10 July 2024**