



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

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**HSE HR Circular 003/2011**

**15<sup>th</sup> July 2011**

**To: Each Member of Management Team, HSE;  
Each Regional Director of Operations, HSE;  
Each Regional Assistant National Director, Human Resources, HSE  
Each Corporate Assistant National Director, Human Resources, HSE  
Each CEO directly funded Voluntary Hospital / Voluntary Agency;  
Each Intellectual Disability Agency**

**Re: Amendment to Parental Leave Arrangements (age limits)**

Dear Colleague,

The Parental Leave Act 1998 and the Parental Leave (Amendment) Act 2006 sets out the statutory entitlement to Parental Leave as follows:

*“The leave must be taken before the child attains the age of eight years. If an adopted child is over six years but less than eight years old at the date of adoption, parental leave may be taken at any stage within two years of the date of the adoption order. In the case of a child with a disability, the Parental Leave (Amendment) Act 2006 increased the age limit to age 16 years. The leave may only be taken for a child born on or after 3 June 1996 or adopted on or after that date.*

**Upper limit of age of the child increased from 8 to 13 years on an administrative basis**

It has now been decided to increase the maximum age of the child in respect of whom employees may take parental leave from eight to thirteen years. In the case of an adopted child, where the child is eleven years or more but less than age thirteen, the parental leave must be taken within two years of the adoption order. In the case of a child with a disability, the age limit of sixteen years will still apply.

Under these arrangements, employees whose child is over 8 years (or 6 years in the case of an adopted child) but who did not avail of the full 14 weeks entitlement before the child reached the statutory age limit may avail of parental leave, subject to an overall maximum of 14 weeks.

e.g. An employee who took 10 weeks parental leave before the child reached 8 years may take up to 4 weeks parental leave before the child reaches 13 years.

The granting of parental leave will be in accordance with the provisions of the Parental Leave Act 1998 and 2006.

This circular will be effective from the current date.

Any queries in relation to this Circular should be referred to Corporate Employee Relations Services, 63/64 Adelaide Road, Dublin 2 (tel: 01 6626966).

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Séan McGrath', written over a horizontal line.

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**Séan McGrath,**  
**National Director of Human Resources.**