



**Information Note ESR ETB 0004/2023**

**To: The Chief Executives of Education and Training Boards**

**Amendment to the Parental Leave Scheme for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards**

**1. Introduction**

- 1.1 This Information Note notifies employers of an amendment to the Parental Leave Scheme contained in Circular Letter 0030/2017 titled 'Parental leave entitlement for all staff, other than Teachers and SNAs, in Education and Training Boards'.

**2. Entitlement to Parental Leave**

- 2.1 With effect from the 8<sup>th</sup> of January 2024, an eligible staff member is entitled to a maximum of 26 weeks Parental Leave in respect of each child up to the age of 16 years of age, effective from the date of this Information Note. Previously, the entitlement was 26 weeks Parental Leave in respect of each child up to 13 years of age, or the age of 16 years in the case of a child with a disability and/or long-term illness. Application for Parental Leave should be made by the staff member to his/her employer at least 6 weeks prior to the planned commencement date.

**3. Circulation of Information Note**

- 3.1 Please ensure that this Information Note is circulated to all members of the Education and Training Boards and its contents are brought to the attention of all eligible staff in your employment, including those on leave of absence.
- 3.2 This Information Note can be accessed on the Department's website at [gov.ie](https://gov.ie).

Mark Bohan  
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12 December 2023