

TU Dublin

Leave Options



TU Dublin provides several different types of leave entitlements for staff to look after their children or other relatives. The table below explains the differences between the types of leave. For more information on the leave and the application process, please see the relevant policy.

Leave	Who is eligible?	Length of leave	How to take	Paid/ Unpaid
Maternity Leave (Maternity Policy)	Pregnant employees	26 weeks ordinary maternity leave and 16 weeks additional maternity leave (unpaid)	In one block	Full pay for 26 weeks minus Maternity Benefit*
Adoptive Leave (Adoptive Policy)	One parent of the adoptive couple, or a parent adopting alone	24 weeks and up to 16 unpaid weeks	in one block	Full pay for 24 weeks minus Adoptive Benefit*
Paternity Leave (Paternity Policy)	New parents of children under 6 months of age (not the parent who has taken maternity or adoptive leave)	2 weeks	In one block of 2 weeks	Full pay for 2 weeks minus Paternity Benefit
Parents Leave (Maternity Policy)	Parents of children under 2 years of age Parents of adopted children in the first 2 years of the placement of the child	9 weeks	In one block of 9 weeks, or in separate periods of not less than one week	Unpaid Staff member can apply for Parents Benefits from DSP
Parental Leave (Parental Leave Policy)	Parents and guardians of children under 16 who have completed one year service with TU	26 weeks	In one continuous block, or in two separate blocks of min. 6 weeks. Or, if approved by Line Manager and HR, in days or half days.	Unpaid
Leave for Medical Care (Special Leaves Policy)	Staff members who need to take time off work to deal with serious medical care for a child or other relevant person like a family member. The leave is available to both parents and carers.	5 days in any 12 consecutive months	The leave can be taken as single or multiple days. The leave cannot be taken in periods of less than one day.	Unpaid

*Fixed-Term/Specified Purpose Wholetime/Pro-Rata contract staff with 26 weeks or more left to run in their contracts. Hourly-Paid staff are not entitled to paid Maternity/Adoptive Leave

Leave	Who is eligible?	Length of leave	How to take	Paid/ Unpaid
Force Majeure (Force Majeure Policy)	Staff member whose immediate presence is required due to a family crisis or urgent family reason, such as an unforeseen injury of a close relative.	Maximum of 3 days leave in any 12 month period or 5 days in any 36 month period.	Absence for part of a day is counted as 1 day's Force Majeure Leave.	Paid leave
Carers Leave (Carers Leave Policy)	Carer's Leave can only be taken by staff for the purpose of providing full-time care and attention to a relevant person who is in need of care.	104 weeks	Staff who have completed 12 months continuous service with the University. Leave can be granted once Carers Benefit application is approved by the DSP.	Unpaid Leave (staff member should apply for Carers Benefit)
Domestic Violence Leave (Domestic Violence Leave Policy)	Staff member who has experienced, is experiencing or is at risk of experiencing domestic violence abuse	5 days of paid leave in any period of 12 consecutive months	There is no minimum service required to qualify for statutory domestic leave	Paid leave
Marriage/Civil Partnership Leave (Special Leave Policy)	Staff who are getting married (on one occasion)	5 days paid leave and 5 days unpaid leave	In one block	Max. 5 days paid leave
Bereavement Leave (Special Leave Policy)	In the case of the death of a family member	20 days for spouse or child 5 days for an immediate relative (incl. parent, grandparent, siblings) 1 days for aunt, uncle or to attend the funeral of a close friend		Paid Leave

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Jury Duty (Special Leave Policy)	Staff members called for Jury Duty	Leave for the duration of the leave. A staff member who attends for Jury Service and is required to attend for only part of a day should report for work for the remainder of the working day		Paid leave
Staff elected to Public Office (Special Leave Policy)	Staff elected to public office	Leave duration of their appointment		Unpaid leave
Training with Reserve Defence Forces/Royal National Lifeboat Institution (Special Leave Policy)	Staff who are members of the Reserve Defence Force and/or Royal National Lifeboat Institution	3 working days paid leave to attend annual training which lasts for 7 days, and 7 working days paid leave to attend annual training with lasts for 14 days		Paid leave
Shorter Working Year (Shorter Working Year Policy)	A shorter working year is available to staff who have completed one year's continuous service with the University before the commencement of the unpaid leave	Minimum 2 weeks, maximum 13 consecutive weeks leave.	The leave may be taken as one continuous period, or as a maximum of three separate periods during the annual leave year.	Unpaid leave
Career Break (Career Break Policy)	Staff on permanent or indefinite duration contracts who have completed a min. of 12mth service and who have not reached 60 years	A career break may be for a period of 1 year to a maximum of 5 years		Upaid