

Maynooth University Carer's Leave Scheme Notice to Employer of Intention to Take Carer's Leave

This form must be completed by the employee concerned not later than six weeks before the commencement of the leave, under Section 9(1) of the Act. The employee must give the employer a copy of the decision of the deciding officer of the Department of Social, Community and Family Affairs, that the care recipient is a relevant person for the purposes of Section 82A(1) (inserted by the Act of 2000) of Chapter 11A of Part II of the Social Welfare (Consolidation) Act, 1993, as soon as he/she receives it. The applicant is not entitled to carer's leave until he/she has done so, under Section 6(2)(2) of the Act.

Name of Employee: _____

Address of Employee: _____

Commencement Date of Employment: ____/____/____ (DD/MM/YY)

Department: _____

PPS Number: _____

Proposed Date of Commencement of Carer's Leave: ____/____/____ (DD/MM/YY)

Proposed Duration of Carer's Leave: ____ weeks

Manner in which leave is to be taken: _____

(Please provide a brief description): _____

Proposed Date of Return to Work: ____/____/____ (DD/MM/YY)

Name of care recipient: _____

I wish to confirm that I have made an application to the Department of Social, Community and Family Affairs for decision of a deciding officer that the person, in respect of whom I propose to take Carer's Leave, is a relevant person (i.e. in need of full-time care and attention) for the purposes of the Social Welfare(Consolidation) Act, 1993.

An employee is entitled to a maximum of 104 weeks unpaid carer's leave for any one relevant person. Carer's leave is granted solely for the purpose of providing full-time care and attention to a relevant person requiring such care. This leave may be terminated if it is not used for this purpose. Any employee abusing this leave may be subject to serious disciplinary action up to and including dismissal. I declare that the information given above is accurate and complete.

Signature of Employee: _____ **Date:** _____