

**Applying for paid Paternity Benefit/ Leave**

When applying for 2 weeks paid Paternity leave you must first download the relevant PB1, PB2 & PB3 forms from the Dept. of Social Protection (DSP) website, as per links below:

[https://www.welfare.ie/en/pdf/**PB1**.pdf](https://www.welfare.ie/en/pdf/PB1.pdf)

[https://www.welfare.ie/en/pdf/**PB2**.pdf](https://www.welfare.ie/en/pdf/PB2.pdf)

[https://www.welfare.ie/en/pdf/**PB3**.pdf](https://www.welfare.ie/en/pdf/PB3.pdf)

**PB1 applicant notes**

The PB1 form requests the applicant complete their personal information. This information will support the DSP in processing their claim for Paternity Benefit.

The CDETB requires the applicant to submit their personal bank details on **Part ‘3’** of the PB1 form. It is organisational policy that Paternity Benefit is to be paid directly to the applicant’s personal bank account with the balance deducted from their salary accordingly for the duration of their paid Paternity Leave.

**PB2 applicant notes**

The original PB2 form should be sent directly to the HR Dept. of the CDETB at least 1 month prior to the applicant’s commencement of paid Paternity Leave. The PB2 form is the employer’s verification and is fundamental to their overall DSP application for Paternity Benefit.

For verification of their partner’s confinement the applicant must attach to their original PB2 form a completed original PB3 form **OR** an original headed letter from their partner’s GP/ Consultant with an official stamp and Irish Medical Council Number outlining this date of confinement. Failure to attach this information may result in a delay in their application for Paternity Benefit.

Please note that under legislation the commencement of paid Paternity Leave must be taken within in the first 26 weeks after the date of their partner’s confinement.

**Final Step**

After following the correct procedures outlined above, the HR Dept. will forward the applicant their completed PB2 form which should in turn be sent to the Dept. of Social Protection, McCarter’s Road, Ardarvan, Buncrana, Co. Donegal along with their PB1 form for processing.

The HR Dept. will notify the applicant in writing of their paid Paternity Leave dates and any other information pertaining to their application, a c.c. copy of this correspondence will be forwarded to their head of centre/ section.

*For further information on paid Paternity Leave procedures please contact Ms. Breda McDermott in the CDETB, HR Dept.*

Human Resources Dept, October 2016