****

National Shared Services Office

Employee Guide to applying for Parental Leave

How to Apply for Parental Leave

Step 1: On [www.nsso.gov.ie](http://www.nsso.gov.ie), select the option to ‘Log into HR self-service’.

Step 2: Enter your self-service user ID and password to log into HR self-service.

Step 3: In the homepage, navigate to the Non-Annual Leave option on the left menu.

Step 4: Once you are in the Non-Annual Leave summary page, select the Parental Leave option from the ‘Leave Request Type’ drop down menu

Step 5: You will be brought to a page which lists all dependents you have on your records. Select the ‘Add Request’ option beside the child under which you want to take Parental Leave.

Please note: If there are no children listed on this page you will need to forward a copy of the child’s birth cert to the NSSO in order to have your child listed on this page.

If the children are listed but the ‘Add Request’ option is not available, this indicates one of the following:

1. The child has reached the age limit and Parental Leave is no longer applicable under this child; or,
2. You have not yet completed 12 months’ service and are not currently eligible for Parental Leave

Step 6: You will be brought to the Parental Leave page for that child. We would encourage officers to submit all planned Parental Leave on the one e-form for ease of transacting the payroll instruction.

Step 7: The e-form will display your Parental Leave entitlement and balance. On the e-form under ‘Absence Type’ select whether your Parental Leave will be taken as a full day or half day by selecting the AM or PM option for half days.

Enter the start and end date of your leave (if being taken in a block). If you wish to avail of multiple single days or instances of half days, add extra rows to add in each date of leave you wish to take.

Once you have entered the dates of leave, tick the boxes and press ‘Submit’.

Step 8: Once approved by your line manager, your leave record will be automatically updated.

Please note: To make any amendments to the dates of leave requested on the e-form you will need your line manager to email the NSSO or raise a case to provide an instruction and approval for the changes to be made.

Screenshot example of a completed Parental Leave e-form

