

I - Information

1. Allowances that you may apply for

- ▶ Through form RP 5096 you may apply for the Extended Parental Allowance.

This allowance is granted to one or both parents, alternately, for a period of up to three months for each parent, to take care of children up to the age of 6 and who belong to the same household.

The Extended Parental Allowance covers the following modalities:



Extended Parental Allowance

The leave has a duration of up to 3 months, for each parent, taken in a single consecutive period. Both parents can take their leaves at the same time or one after the other.



Extended Parental Allowance accumulated with part-time work

The leave must be taken in a single period of 3 months by each of the parents and in accumulation with part-time work. This means that both the mother and the father have to take a period of 3 consecutive months, accumulating it with part-time work. Both parents can take their leaves at the same time or one after the other.



Interspersed Extended Parental Allowance

The leave is granted for a single period equivalent to 3 months for each parent, with the possibility of interspersing full-time leave with part-time leave.

This modality allows the parents to intersperse up to 3 consecutive leave periods, in which:

- ▶ The allowance payment corresponds to a period of 3 months;
- ▶ The allowance duration can be up to 5 months, depending on the modality chosen (please see the examples in paragraph II - Completion instructions).

Leave periods are counted according to their use, with total periods being counted as full days and part-time periods as half-days. Both parents may take their leaves at the same time, one after the other, or chose to take up to three interspersed leave periods.

Note: One parent is not allowed to take leave days to which the other parent is entitled.

2. Who may apply?



Who may apply?

- ▶ Employees (workers under an employment contract), who pay Social Security contributions, including domestic service workers;
- ▶ Cultural workers, employed under a very short-term employment contract, provided that they are registered in the Register of Cultural Professionals;



Who may apply? (continuation)

- ▶ Self-employed persons [who issue invoices/receipts for the services provided (known as recibos verdes) or individual entrepreneurs], who pay Social Security contributions;
- ▶ Beneficiaries of the **Voluntary Social Insurance Scheme**:
 - ▷ Who work on vessels owned by foreign companies, or
 - ▷ Scientific research fellows.
- ▶ Holders of the **Relative Invalidity Pension, Old-Age Pension or Survivors' Pension**, who are also working and paying Social Security contributions.
- ▶ Workers in a pre-retirement situation, whose agreement establishes reduced work provision.
- ▶ Professional sports practitioners.
- ▶ Home workers.
- ▶ Bank employees.



Qualifying conditions

- ▶ The child in need of care must be part of the beneficiary's household.
- ▶ The beneficiary(beneficiaries) must:
 - ▷ **Have completed 6 calendar months with earnings registration** on the first day of the event that determines the protection (qualifying period);
 - ▷ Have applied for the allowance within the time limit, i.e. within **6 months from the day on which the beneficiary(beneficiaries) missed work** to take care of the child;
 - ▷ Have taken the respective leaves provided for in the Labour Code, in the case of employees, or equivalent periods in the other cases.

3. Amounts of the allowances

The daily values correspond to percentages of the beneficiary's Reference Remuneration (RR), with minimum limits established according to the Social Support Index (IAS – *Indexante dos Apoios Sociais*) value:

Allowance	Daily Values ¹ RR %
Extended Parental Allowance	30%
Extended Parental Allowance – if each of the parents takes the full period of the extended parental leave	40%
Extended Parental Allowance accumulated with part-time work	20%
Interspersed Extended Parental Allowance	30%

¹ Minimum amount: the value of the allowance cannot be lower than 40% of 1/30 of the Social Support Index (IAS – *Indexante dos Apoios Sociais*) value - minimum limit per day = 7,16 EUR

What is the reference remuneration (RR)?

The **RR** is defined by the following formulas:

- **R/180** where **R** is equal to the **total amount of remunerations** registered in the first 6 calendar months preceding the second month prior to the beginning of the absence from work;

OR

- **R/(30xn)**, in cases where there are no remunerations registered in the reference period indicated above due to the aggregation of contributory periods, with **R** being equal to the total amount of remunerations registered from the beginning of the reference period until the beginning of the month in which the absence from work occurs and **n**, the number of months to which they refer.

The total amount of remunerations registered does not include the holiday pay, Christmas bonus or other payments of a similar nature.

II - Completion Instructions

Table 2 "Information for the Extended Parental Allowance granting"

You must indicate the Extended Parental Allowance modality you have chosen, the period(s) of absence from work and the number of consecutive days corresponding to that(those) period(s), including Saturdays, Sundays and holidays. In situations where the leave is accumulated with part-time work, the periods to be indicated must correspond to half days of work.

- Examples of Interspersed Extended Parental Allowance:

1

 **30 days** **full time** +  **60 days** **part-time** +  **30 days** **full time**

Total license duration: 4 months

Amount paid: 30% RR of **90 days (3 months)** = 30 days + 30 days (60 half days) + 30 days

2

 **60 days** **part-time** +  **30 days** **full time** +  **60 days** **part-time**

Total license duration: 5 months

Amount paid: 30% RR of **90 days (3 months)** = 60 half days + 30 days + 60 half days

3

 **30 days** **full time** +  **30 days** **part-time** +  **30 days** **full time**

Total license duration: 3 months

Amount paid: 30% RR of **75 days** = 30 days + 30 half days (15 days) + 30 days

Documents to submit

- Identification Form - RV 1017, if the allowance beneficiary does not have a Social Security Identification Number;
- Continuation Sheet - RP 5096/1, if the applicant is the beneficiary's legal representative.