

## Maternity Leave/Additional Maternity Leave Application Form – HR 108 (i)

This form is to be used by employees to apply for Maternity Leave or additional Maternity Leave. Please note: You are required to give a minimum of four weeks notice to your employer before taking Maternity Leave. Dates of Maternity Leave should be 26 weeks. Start date of Additional (unpaid) Maternity Leave must be the day after finish date of Maternity Leave. Any additional leave e.g. Bank Holidays and Annual Leave should be taken after Additional (unpaid) Maternity Leave finishes.

Please complete in Block Capitals/Tick appropriate boxes

To be completed by Employee																		
Surname:						First Name:												
Grade:						Personnel No:												
Location:						PPS No.												
Absence Type			Start Date								End Date							
Maternity Leave		<input type="checkbox"/>	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
Additional Maternity Leave		<input type="checkbox"/>	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
For Duration of each leave type please read appropriate HSE policy																		
Additional Information																		
Expected Date of Delivery											D	D	M	M	Y	Y	Y	Y
Doctor's Name:						Doctors Stamp												
Doctor's Signature:																		
<b>Note:</b> When applying for maternity leave, please ensure your GP completes the section above or attach certification from Dept of Social, Community and Family affairs.																		
Social Welfare																		
<b>For staff paying Class A PRSI contributions</b> Please ensure that you have made application to the Department of Social Protection for payment of the appropriate benefit (MB 10 Form for Maternity Benefit)																		
I have enclosed certification to confirm the expected date of delivery <input type="checkbox"/>																		
I confirm that I have read and understand the maternity leave policy and the explanatory notes included in Appendix 1 <input type="checkbox"/>																		
Signature:						Date:		D	D	M	M	Y	Y	Y	Y			
Name:						Contact Tel No:												

Name: \_\_\_\_\_ Personnel No: \_\_\_\_\_

To Be Completed By Line Manager												
Checklist												
All PRSI Class A Employees			EDD/Placement Cert received <input type="checkbox"/>				MB10/AB1 to Dept S.W. <input type="checkbox"/>					
Class D Officers			EDD/Placement Cert received <input type="checkbox"/>									
Average Hours worked per week					(Hours to be paid on Maternity Leave)							
If this employee on a fixed term or specified purpose contract please indicate if the period of leave applied for is covered by the tenure of their contract Yes <input type="checkbox"/> No <input type="checkbox"/>												
If No please provide expiry date of contract						D	D	M	M	Y	Y	
I have checked the relevant supporting documentation requires for the leave requested and confirm that this application complies with the terms outlined in the relevant HR policy												
Signature												
Name (Capitals)						Grade						
Contact Phone No						Mobile No						
e-mail address												
Local Payroll												
Location Code												
Name:						Signature:						
Tel No						Date	D	D	M	M	Y	Y
To Be Completed by Human Resources												
System updated by:						Name:						
Tel No:						Date	D	D	M	M	Y	Y
Comments:												
Circulation List												
1					5							
2					6							
3					7							
4					8							

## Explanatory Note on Maternity Leave

### Maternity Leave – Entitlements

Under the Maternity Protection Acts 1994 and 2004 employees are entitled to **26 weeks maternity leave**. A pregnant employee can begin and end her maternity leave on any day she selects but must take:

- a minimum of two weeks leave before the end of the expected week of confinement
- 4 weeks leave after the end of the expected week of confinement.

An employee is also entitled to take **16 weeks' (unpaid) additional maternity leave** immediately after the end of ordinary maternity leave.

### Maternity Leave – Notification Requirements

An employee must notify her Department Head of her intention to take maternity leave at least four weeks before the leave is due to commence.

Application for additional maternity leave should be made either at the time of the initial application or in writing not later than 4 weeks before the end of the maternity leave.

If an employee changes her mind about taking maternity leave she may revoke the notice by sending a further written notice to her Department Head.

### Payment while on Maternity Leave

While the maternity protection legislation does not protect the employee's entitlement to remuneration during maternity leave, the health service operates a maternity pay scheme as follows:

All employees on maternity leave are entitled to their basic pay plus normal fixed allowances less any maternity benefit to which they may be entitled on foot of their social welfare contributions. (This does not include additional amounts due to nightwork, overtime, shiftwork, working unsociable hours, and stand-by or on-call allowances.)

Employees are required to make the necessary claims for maternity benefit to the Department of Social Protection within the required time limits and to comply with whatever requirements are laid down by that Department as a condition of claiming benefit.

Employees are also obliged to do the following:

- Notify the HSE of the actual amount of Maternity benefit they are in receipt of
- Notify the HSE of any subsequent revisions to that amount.

The Department of Social Protection is authorised to contact and share information with the HSE in relation to details of the employee's Maternity Benefit Claim

The HSE is not liable for any loss that an employee incurs as a result of their failure to comply with the rules governing the granting of maternity benefit as set out by the Department of Social Protection.

### Travel outside of the State

As Per Department of Social Protection Maternity Benefit leaflet – SW11 (Section 10, pg12): "You will not be paid Maternity Benefit for any period you spend outside the EU. If you are an EU citizen, you can get Maternity Benefit for any period of your maternity leave spent in an EU country. If you are not an EU citizen, you will only get Maternity Benefit for any period you spend in the Republic of Ireland".

### Ante-Natal and Post-Natal Medical Care

An employee is entitled to time off work without loss of pay to attend ante-natal and post-natal **medical** visits. Time off includes the time required to travel to and from the appointment. The employee must notify her employer in writing of the date and time of the appointment as soon as is practicable and in any event **not later than two weeks** before the date of the appointment.

### Time off for Ante-Natal Classes

A pregnant employee is entitled to time off work without loss of pay to attend one set of ante-natal classes (except for the last 3 classes). This right to attend only one set of antenatal classes covers all an employee's pregnancies while in employment.

## Explanatory Note on Maternity Leave

The employee must notify her or his employer in writing of the dates and times of these classes as soon as is practicable and in any event **not later than two weeks** before the first class. The employee is required to provide the appropriate documentation outlining the dates and time of classes.

### Return to Work

The employee's right to return to work is conditional on her giving notice in writing **not later than 4 weeks** before the expected return date of her intention to return to work and the expected date of return.