

MATERNITY LEAVE STANDARD FORMS

SUMMARY OF NOTIFICATIONS REQUIRED FROM COLLEAGUE IN RESPECT OF MATERNITY LEAVE

Please read the Maternity Policy with your line Manager to ensure your understanding of the Maternity Benefit Scheme that applies to you.

Name: _____

Position: _____

Colleague No: _____

Dept: _____

Line Manager: _____

Due Date: _____

Copy of Doctor's Letter (Y/N): _____

Notification of intention to take maternity leaves

Maternity Leave (up to 26 weeks)

I hereby notify my Line Manager of my intention to take Maternity Leave.

My Maternity Leave will commence on: Day _____ Month _____ Year _____

My Maternity Leave will finish on: Day _____ Month _____ Year _____

Other notification requirements

Holidays being taken

If I intend to take holidays directly after maternity leave, I understand that I must notify my Line Manager in writing at least 4 weeks before the end of my Maternity Leave.

My holidays will commence on: Day _____ Month _____ Year _____

My holidays will finish on: Day _____ Month _____ Year _____

Additional Maternity Leave (up to 16 weeks)

If I decide to take additional maternity leave I understand that I must notify my Line Manager in writing at least 4 weeks before the end of my Maternity Leave. Where I have decided before going on maternity leave that I am going to avail of the additional 16 weeks unpaid maternity leave:

My additional Leave will commence on: Day _____ Month _____ Year _____

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My additional Maternity Leave will finish on: Day _____ Month ____ Year _____

Intention to Return to Work

If I intend to return to work after my Maternity Leave I understand that I must notify my employer in writing 4 weeks before I am due to return. If I decide to return to work before my Maternity Leave is complete I can only do so 4 weeks after the child is born and be certified as fit to return to work by my doctor.

Approx. return date: Day _____ Month _____ Year _____

If you do not intend to return to work, you must send your Line Manager a letter of resignation at least 4 weeks before you are due to return to work.

Notes

1. All of the above dates can be amended or reduced at any stage by writing to your Line
2. Manager giving 4 weeks notice.
3. Public holidays that fall during your maternity leave additional maternity leave or holidays can be added on to the end of your leave. You are entitled to any Public Holiday that falls during your maternity leave additional maternity leave or holidays. These should be added to the end of your leave with prior agreement with your Line Manager. For information, There are a total of nine statutory Public Holidays as follows:
 - a. 1st January
 - b. St Patrick's Day
 - c. Easter Monday
 - d. The first Monday in May
 - e. The first Monday in June
 - f. The first Monday in August
 - g. The last Monday in October
 - h. Christmas Day
 - i. St Stephen's Day

If the Public Holiday falls on a Sunday then the public holiday will be transferred to another date as defined by the company.

4. Early confinement - see attached.
5. Late Confinement - see attached
6. Please refer to Maternity Policy for additional requirement for obtaining Maternity Benefit

I understand all of the above points and my obligations under the Maternity Protection Employees Act, 1994.

Signed: _____ (Colleague) Date: _____

Signed: _____ (Employer) Date: _____

GIVE COPY TO COLLEAGUE AND LINE MANAGER. ORIGINAL SHOULD BE SENT TO PEOPLE TEAM FOR THE COLLEAGUE'S FILE.

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DEFINITIONS:

Maternity Leave:

All colleagues covered by the Maternity Protection of Employees Act, 1994 are entitled to a minimum period of 26 weeks maternity leave, subject to certain conditions. The employer is not obliged to pay a colleague during this period. A colleague may claim Social Welfare maternity benefit for the duration of their maternity leave, provided that they have the necessary P.R.S.I contributions.

Of the 26 weeks, **a colleague must take at least 2 weeks before the end of the (medically certified) week in which her baby is due**, and 4 weeks after that week. The remaining weeks may be taken before or after the birth as the colleague wishes.

Additional Maternity Leave

An additional period of 16 weeks' leave may be taken immediately following the maternity leave period. This leave is referred to as "additional maternity leave". No Social Welfare benefit is payable during a period of additional maternity leave.

An Early Confinement

If the baby is born earlier than expected and the mother is not yet on maternity leave, her employer must be notified in writing within 14 days of the birth. The colleague will then be entitled to 26 weeks leave from the date of the birth. This notification supersedes the normal notification requirement.

A Late Confinement

In general, if the baby is born later than the expected week of confinement, no extension of maternity leave is given and the mother's expected date of return to work remains the same. Consequently, she does not need to make any notification to her employer.

However, if the late birth means that a colleague has less than 4 weeks maternity leave remaining after the week in which her baby was born, then she may extend her maternity leave to give her a full 4 weeks after the week in which her baby was born. The maximum extension is 4 weeks. This is classed as extended maternity leave and Social Welfare benefits still prevail. This extended maternity leave should not be confused with additional maternity leave, which the Social Welfare does not cover.

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Confirmation of Maternity Leave

To be completed by the Employer before the commencement of the leave concerned.

Name of Colleague: _____

Position: _____

Colleague No: _____

Dept: _____

Line Manager: _____

Address of Colleague: _____

Approved Date of Commencement : _____

Duration of Leave: _____

Signature of Employer / Manager: _____

Signature of Colleague: _____

Date: _____