

## **4.6 Maternity Policy**

**N.B.** *This policy may change on occasion. Please refer to the H.R. Department for the latest information.*

### **Ante Natal Care**

Please contact your Human Resource Manager / Store Manager with regard to regulations regarding Ante Natal care. You are required to agree the specific time off.

### **Notifying Absence for Ante Natal care**

You should advise your HR / Store Manager that you will be absent as far in advance of your appointment as possible, but at least two weeks prior to the appointment date. You must produce on request an appointment card or other appropriate document indicating the date and time of the appointment and confirming the pregnancy or specifying the expected week of confinement.

### **Basic Maternity leave**

The Maternity Protection Act, entitles all female employees up to 26 weeks basic maternity leave.

### **Payment**

The Company will not pay the employee during either her basic or additional maternity leave but she may be entitled to receive state maternity allowance for the period of her basic maternity leave. While the employee is not entitled to any remuneration during any period of maternity leave, the period of her maternity leave will be treated in all other respects as if she had not been absent from work.

## **DUNNES STORES**

### **Notice Requirements**

You are required to give at least 4 weeks notice before you intend to start maternity leave. Notice must be given in writing and addressed to your HR / Store Manager. The notice must state:

- When you intend to start maternity Leave and your date of return
- Whether you intend to take additional extended maternity leave and your date of return
- You must enclose a note from your doctor or midwife confirming the pregnancy and specifying the expected week of confinement.

### **Returning to Work**

You must give at least 4 weeks written notice of the date you return from basic maternity leave and in case of additional leave you must notify the Company of your intentions to return at least 4 weeks before your basic maternity leave ends, and again at least 4 weeks before your additional leave ends.