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## **Maternity Leave Regulations<sup>1</sup>**

### **1. Purpose**

To set out the College policy regarding Maternity Leave Regulations.

### **2. General**

All members of staff who qualify under the terms of the Maternity Protection of Employees Acts (1994 and 2004), the Unfair Dismissals Acts (1977 and 1993), the Protection of Employees (Part-time Work) Act 2001 and the Protection of Employees (Fixed-Term Work) Act 2003, will be granted Maternity Leave. Temporary staff employed under a fixed-term/specific purpose contract of employment, are entitled to maternity leave for the period of the fixed term or specific purpose, as set out in their contract of employment.

### **3. Paid Maternity Leave**

Legislation governing Maternity Leave does not confer any rights to payment during Maternity Leave. However, the Board of the College has approved the following regulations, which deal with the question of payment during maternity leave for staff employed in a full-time pensionable capacity. The College may grant paid Maternity Leave to persons who are not in full-time pensionable posts if the College considers that, having regard to all the circumstances of the case, the granting of such leave is reasonable.

Subject to the conditions set out at (i) - (iv) below, full-time and part-time pensionable staff may be granted 26 consecutive weeks pro rata Maternity Leave

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<sup>1</sup> Please note that the 26 week continuous employment requirement applies to all new staff as and from 27/5/2015. For staff who were in employment on or before the 27/5/2015 the continuous employment rule comes into effect on the 28/11/2015.



with pay, and will continue to receive net pay at the rate payable prior to the commencement of the Maternity Leave, based on existing tax credits.

- (i) The maternity leave must commence not later than 2 weeks before the expected birth date and end not earlier than 4 weeks after the birth.
- (ii) The staff member must notify her Head of School/Discipline/Area, in writing, as soon as reasonably practicable, but not later than 4 weeks before the commencement of Maternity Leave, of her intention to take Maternity Leave. Additionally, not later than the time of the above notification, she is obliged to supply the School/Discipline/Area with a medical certificate confirming the pregnancy and specifying the expected birth date.
- (iii) Staff granted Maternity Leave must claim such State Maternity Benefit as they are entitled to receive. Payment of State Maternity Benefit will be made direct to staff who meet the qualifying conditions, and the amount of benefit receivable will be deducted from the monthly/ weekly salary payment at source. Eligible staff who are not entitled to State benefit will not as a result lose entitlement to full pay during Maternity Leave. Applications for State Maternity Benefit must be submitted at least six weeks before the date on which the Maternity Leave is to commence. (See also paragraph 10 below).
- (iv) Maternity leave with pay is available to all members of staff who have completed at least 26 weeks of continuous employment with no break in service.

Continuous employment is broken upon the expiry of a fixed term/specific purpose contract and the non re-engagement of the staff member within 4 weeks. If there is a break in service for more than 4 consecutive weeks then the entitlement to paid Maternity Leave will accrue after the staff member has completed 26 weeks consecutive service from the start date of her most recent contract of employment.



Continuous employment is not broken by the following: sickness or injury, maternity leave, additional maternity leave, adoptive leave, parental leave, carers leave or annual leave.

Staff members returning from a period of approved unpaid leave or career break must complete a minimum of 26 weeks service prior to the expected birth date in order to qualify for paid maternity leave.

#### **4. Additional Unpaid Maternity Leave**

A member of staff may, if she chooses, take up to 16 consecutive weeks additional Maternity Leave (unpaid) immediately after her maternity leave provided that the Head of School/Discipline/Area, and Human Resources are notified of this intention, in writing, not later than four weeks before the date on which the Maternity Leave is due to terminate. On returning to work, after a period of unpaid maternity leave, the staff member should ensure that she has the Application for maternity leave credits form signed and stamped by Human Resources which will enable the Department of Social Protection to maintain her PRSI records up to date. This form may be accessed at [www.welfare.ie](http://www.welfare.ie).

Absences from work due to additional Maternity Leave (unpaid) will count for employment rights, such as seniority and annual leave. This does not include remuneration or pension benefits.

Should the staff member change her mind, and no longer wish to take additional Maternity Leave, she may revoke in writing her notice of taking the leave not later than four weeks before the end of her Maternity Leave.

#### **5. Variations on Period of Maternity Leave**

**Late birth:** Where the birth of the baby occurs so late in the Maternity Leave that less than the statutory four weeks of post-natal Maternity Leave remain, then the leave will be extended to the statutory period of four weeks.

**Early birth:** Where the birth of the baby occurs before Maternity Leave has commenced then the date of birth will be considered the first day of twenty six



weeks Maternity Leave and the Maternity Leave regulations will be satisfied if the Head of School/Discipline/Area and Human Resources are informed up to fourteen days following the birth date.

Since 1 October 2017, State Maternity Benefit is payable for an extra period **after** the end of the paid 26 weeks in the case of a premature birth. Maternity leave is also extended for this extra period and is unpaid by the University.

This extension corresponds to the time period between your baby's *actual* birth date and the expected start date of your maternity leave and Maternity Benefit, which would have been 2 weeks before the end of the week when your baby was due.

To bring forward the start date of your Maternity Benefit claim, you will need to give the Department of Employment Affairs and Social Protection either a copy of your baby's birth certificate or a letter from the hospital confirming the baby's actual date of birth (which must be on or after 1 October 2017).

The Department will need further information in order to determine any entitlement to extra Maternity Benefit due to the premature nature of your baby's birth. You will need to send the Department a letter from the hospital confirming the actual date of birth **and the number of weeks' gestation at which your baby was born**, before the end of the first 26 weeks of Maternity Benefit. This information is required in order to ensure that you get your full entitlement. If you wish, you can provide all this information in your initial letter to the Department of Employment Affairs and Social Protection. The correspondence from the Department confirming your entitlement to the additional paid maternity leave must be forwarded to HR in order to process your additional paid State maternity leave.

Where the date of birth occurs earlier than expected, but after the Maternity Leave has commenced, then there will be no change in the period of leave.

**Hospitalisation of Child:** Subject to the Colleges agreement, if your baby is in hospital and you have been getting Maternity Benefit for at least 14 weeks (including at least 4 weeks since your baby was born) you may postpone payment of your



remaining 12 weeks of benefit for up to 6 months. To postpone payment of your Maternity Benefit you need to apply in writing to the Maternity Benefit Section in the Department of Social Protection. When your baby is discharged from hospital you must notify the Maternity Benefit Section in writing and payment of your remaining 12 weeks Maternity Benefit will continue within seven days.

**Additional Maternity Leave and Illness:** Subject to agreement by the College, a staff member has the right to terminate unpaid additional Maternity Leave in the event of her becoming ill. The request and acceptance must be made in writing.

**Stillbirths, Miscarriages and neonatal Death:** If you have a stillbirth, miscarriage or neonatal death (where a baby lives for only a few hours or days after birth) any time after the 24<sup>th</sup> week of pregnancy, a staff member is entitled to full Maternity Leave. The staff member should send the Department of Social and Family Affairs a letter from her Doctor with a Maternity Benefit Form, confirming the expected due date, the actual birth date and the number of weeks gestation.

## **6. Annual Leave**

A staff member accrues annual leave while on Maternity Leave and may apply in writing to her School/Discipline/Area Head for permission to take annual leave entitlement due immediately prior to or following the period of Maternity Leave or Additional Maternity Leave. Legislation governing Maternity Leave requires that any period of unpaid leave must be discharged immediately following the period of paid Maternity Leave.

## **7. Right to Return to Work**

Following paid Maternity Leave or additional unpaid Maternity Leave, the staff member shall be entitled to return to work with the College in accordance with the terms of the Maternity Protection of Employees Acts, 1994 and 2004. It is College policy to permit the person to return to the same job as she held immediately before Maternity Leave, if at all practicable.



The right to return to work is conditional on the staff member having carried out the requisite written notification procedures at all appropriate stages. In addition to the conditions specified above, she must confirm to her Head of School/Discipline/Area, in writing, her intention to return to work. This written confirmation must be given four weeks prior to the intended date of return.

Fixed term/specific purpose contracts are not amended to take account of maternity absence.

## **8. Effects of Maternity Leave**

Where a staff member is on probation, the period of probation will stand suspended for the duration of the Maternity Leave and any period of Additional Maternity Leave.

Maternity Leave and Additional Maternity Leave are not considered part of any other absence, including sick leave or annual leave.

The period of Maternity Leave is considered continuous with the period of employment preceding the Leave.

Public holidays (but not College holidays) occurring during Maternity Leave will be offered as extra days' leave.

## **9. Pre-Natal and Post-Natal Care**

A member of staff is entitled to paid time off for ante-natal or post-natal care. Evidence of appointment or attendance at an ante or post-natal clinic may be required.

Expectant mothers are entitled to attend one complete set of ante-natal classes (other than the last three classes) without loss of pay. Prospective fathers have a once-off right to attend the last two ante-natal classes before the birth. This is subject to the staff member giving at least two weeks notice before the first class or class concerned and appropriate documentation giving the dates and times of the classes.



**Breastfeeding:** Breastfeeding mothers will be accommodated (for up to 2 years after giving birth), without loss of pay, to either breastfeeding break/s, where suitable facilities are provided, or a reduction of working hours. The one hour break may be split into shorter periods of time totalling one hour. See

<http://www.tcd.ie/hr/assets/pdf/procedure-equality-breastfeeding.pdf>

The provision for women to breastfeed at work was brought into effect on the 18th October, 2004 through SI 654 of 2004 Maternity Protection (Protection of Mothers who are Breastfeeding) Regulations 2004.

#### **10. Arrangements Applying to Staff Ineligible for Payment by College under these Regulations**

College staff who are ineligible for paid Maternity Leave under these regulations are entitled to Maternity Leave arrangements in accordance with the terms of the legislation governing Maternity Leave.

The periods of leave entitlement and the necessary notifications to the employer will be those set out in the above paragraphs.

During Maternity Leave employees who satisfy the contribution conditions will be entitled to payments under the Maternity Benefit Scheme, administered by the Department of Social Protection. Further details and application forms for Maternity Benefit are available direct from:

Maternity Benefit Section  
Department of Social Protection,  
FREEPOST,  
McCarter's Road,  
Ardarvan,  
Buncrana,  
Co. Donegal.  
Telephone: LoCall 1890 690 690.



## **11. Application Process:**

1. Please Complete the College's Maternity Leave form (located at the end of this policy document) and return it to [dunnemi@tcd.ie](mailto:dunnemi@tcd.ie) along with a signed doctor's cert when signed by all concerned after the 24<sup>th</sup> week of pregnancy. This is to ensure that we have all the information required to complete the MB2 form that you will need to submit along with your online application.
  2. Once you receive the completed MB2 form from HR, please log on to <https://www.gov.ie/en/service/apply-for-maternity-benefit/#apply> to access your online Maternity Benefit Form (MB1 Form).  
***When completing this MB1 Form, in "Part 3 - Your Payment Details" please ensure that you choose the option for payments to be made to "You" and NOT to the "Employer". Also please provide details of your Financial Institution as mandatory to ensure receipt of payments directly to your Bank account".***
  3. Follow the application guidelines to submit your Maternity Form Online.
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**Application for TCD Maternity Leave (if applying online)  
(Under Maternity Leave Act 1994 and 2004)**

- 1. Please ensure that you have read the University Maternity Leave Policy, before completing this form. A copy of this policy is available on the TCD HR website <https://www.tcd.ie/hr/assets/pdf/procedure23-maternity-leave.pdf>**
- 2. Please note that any public/college holidays, which fall during the period of maternity leave, both paid and unpaid, will be added on to the end of the period.**
- 3. If you intend taking annual leave following maternity leave, this must be agreed with the Head of School.**
- 4. This form should be completed in full and emailed to [dunnemj@tcd.ie](mailto:dunnemj@tcd.ie) after 24<sup>th</sup> week of pregnancy but not later than 32<sup>nd</sup> week of pregnancy**

**Section 1 – To be completed in full by staff member**

**STAFF DETAILS**

Staff Name \_\_\_\_\_ Staff Number \_\_\_\_\_

Department \_\_\_\_\_ PPS No \_\_\_\_\_

Home Address \_\_\_\_\_

Mobile Phone No \_\_\_\_\_ Work Email Address \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

If part-time or job sharing please state pattern of working week: \_\_\_\_\_



**MATERNITY LEAVE REQUEST DETAILS**

Date Baby is Due \_\_\_\_\_  
(attach signed doctor's cert to this form – MB3 form is not to be used)

\*Proposed start date \_\_\_\_\_

\*Example of start date for Maternity leave: if baby is due on Wednesday, 6 November 2019, the latest date the employee should commence maternity leave is Monday, 28 October 2019.

If you are not an EU resident please advise below if you will be residing outside of Ireland for any period of your maternity leave

Date From \_\_\_\_\_ Date to \_\_\_\_\_ Number of Weeks outside of Ireland \_\_\_\_\_

**STAFF SIGNATURE – I declare that the information given above is accurate and complete**

And

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Section 2: To be Completed by Head of School/ Area**

**AUTHORISED SIGNATORY**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**NOTE**

**Please ensure to enclose correct signed doctor's certificate**

Incomplete applications will **NOT** be processed and will be returned to the applicant.