

Maternity Leave Guide

for Expectant Mothers





I'm pregnant - what happens next?

The [Maternity Leave Policy](#) provides the full details of eligibility and entitlements.

Pregnancy can bring a wide range of emotions, and everyone experiences it differently. Whether you're feeling excited, uncertain, overwhelmed, or all of the above, please know that whatever you're feeling is completely valid, and support is available every step of the way.

As you prepare for maternity leave, taking some time now to plan can help make your transition back to work smoother when the time comes. This guide is here to provide helpful information and reassurance, so you can feel more confident and supported as you navigate this next chapter.

Basic Maternity Leave:

You are entitled to 26 weeks of basic maternity leave. When planning your dates of your maternity leave it is important to know that **you must start your maternity leave at least 2 weeks before the end of the week that your baby is due** (the latest date you can start your leave is on the Monday the week before your due date).

Informing your Line Manager:

Ideally you should talk to your line manager as soon as you are ready to announce your news, and no later than **at least 4 weeks before the date on which you intend to commence your maternity leave**. You will need to provide a medical certificate confirming your pregnancy to your line manager and HR by emailing leaveandbenefits@tudublin.ie.



Additional Maternity Leave:

You can also take an additional 16 weeks **unpaid** Maternity Leave immediately after the 26 weeks Basic Leave. If prior to going on your maternity leave you know that you intend to take additional maternity leave, you can inform your manager of this at the same time of applying for your maternity leave.

If you have not yet decided, you should give notice to your line manager, of your intention to take additional unpaid maternity leave **at least 4 weeks before the end date of your 26 weeks leave.**



Annual Leave while on Maternity Leave

Annual Leave entitlements will continue to accrue for the entire period of maternity leave. If you wish to take annual leave at the end of your maternity leave, please discuss this with your line manager at least 4 weeks before your return-to-work date, to ensure that leave requests can be accommodated. In your return-to-work discussion, you may want to discuss any other leave you wish to take after your return to work (to help settle back into work gradually), so it can be factored into their resource planning.

In the case of academic staff, leave in lieu of statutory annual leave and public holidays occurring while on maternity leave (including additional unpaid maternity leave) will be comprehended through days at Easter, Summer and Christmas when there are no lectures/teaching/assessments.



Pay & Benefits

Pay and Maternity Benefit:

Maternity Benefit (MB) is paid at a standard weekly rate, paid by The Department of Social Protection (DSP), covered by social insurance or PRSI classes A, E, H or P. If you are unsure of your PRSI category, you can find it on your payslip. Maternity Benefit is paid for 26 weeks (156 days).

Maternity Benefit is paid directly into your bank /or post office account each week by the DSP.

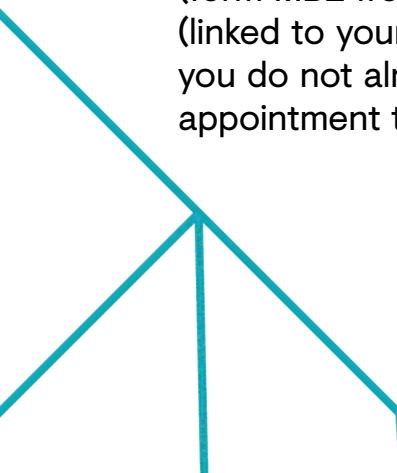
You will receive 26 consecutive weeks paid maternity leave, and your salary will be reduced for each week of maternity leave by the standard weekly rate of maternity benefit.

Please apply directly to the Department of Employment Affairs and Social Protection at least 6 weeks before you intend to go on maternity leave.

Applying for Maternity Benefit:

You can [apply for Maternity Benefit online](#).

Complete the online application and upload supporting documentation (form MB2 from HR). To apply online you must have a Public Services Card (linked to your mobile phone number) and a verified MyGovID account. If you do not already have a Public Services Card, you can make an appointment to get one at mywelfare.ie.



Maternity Related Appointments

As well as your 26 weeks maternity leave, pregnant employees and employees who have recently given birth are entitled to paid time off from work to receive antenatal or post-natal care. If you are pregnant, or you have given birth in the last 14 weeks, or if you have a pregnancy-related appointment, you are entitled to time off with pay to attend appointments.

You must notify your Line Manager of the date and time of your appointment(s) as soon as you can, but the notice should be at least two weeks before the appointment.

You are entitled to paid time off work, to attend a total of one set of antenatal classes. For more information see the [Maternity Leave Policy](#).

Premature Births

If your baby is born before the date when you are due to start maternity leave, you can take extra maternity leave. You get 26 weeks' leave, starting from the day your baby is born, plus extra leave for the number of weeks between your baby's actual date of birth and the date you had planned to start your maternity leave. Maternity Benefit is payable for the whole of this extended maternity leave. For [supporting documentation](#) on premature births, see the website of The Irish Neonatal Health Alliance (INHA).

Serious Illness

You can postpone your maternity leave for between 5 and 52 weeks, if you become seriously ill while on maternity leave and you need ongoing treatment for your health condition.

A serious health condition is one that is a serious risk to your life and health, this covers both physical and mental illnesses that are certified by your doctor. You must notify your Line Manager and Human Resources if you need to postpone maternity leave and provide 2 weeks' notice and a medical certificate.



Supporting you in your pregnancy

Carry out a Risk Assessment

The Safety, Health and Welfare at Work Act, 2005 and the Pregnancy Regulations, 2007 require that a risk assessment be done as part of the Safety Statement. The reason for the risk assessment is to identify any hazards, which may present a risk to you during pregnancy.

Please contact shw@tudublin.ie to request a pregnancy risk assessment. The findings of the risk assessment are communicated to both you and your Line Manager. Where medical issues arise in relation to your safety, the Health and Safety Office may refer you to the external Occupational Health Service Provider.

Health and Safety Leave

Health and Safety Leave is 21 days paid leave that is granted when the health and safety of either you or your child is at risk, due to the job you're doing, and where it's not possible to move you to other work. When the 21 days of Health and Safety Leave ends, you may be entitled to health and safety benefit. For further information about the payment of Health and Safety Benefit, please contact the Department of Social Protection, Health and Safety Benefit Section.

Employee Assistance Service

This service is available throughout your pregnancy and whilst on leave. Should you need support, the University's [Employee Assistance Service](#), which is a free confidential counselling and information service run by Spectrum Life, is available to all TU Dublin employees and their families.

Other TU Dublin Wellbeing Supports can be found [here](#).



Preparing for your Maternity Leave

Communication with your Line Manager

Meetings with your manager should continue as normal during pregnancy. You should use these meetings as opportunities to ask any questions you may have about going on leave. If you feel you need additional support while pregnant, discuss this with your line manager. A handover should be arranged between you and your manager prior to going on maternity leave where possible.

Keep in touch plan

Prior to going on maternity leave you should discuss and agree if you want to be contacted while you are on leave and ensure that your Line Manager has your up-to-date contact information. Please note that job opportunities will continue to be emailed to you through your work email.





Deductions to be aware of and plan for

Pension Contributions

While on paid maternity leave you will continue to accrue reckonable service for pension purposes and your employee contributions will continue to be deducted from your salary. However, your contributions will cease if you take any unpaid maternity or parental leave and you will also not accrue reckonable service for any period of unpaid leave. If you have any further queries regarding pensions, please contact pensions@tudublin.ie.

Trade Union Membership

If you have a trade union deduction through payroll, please contact your union representative to arrange alternative payment for any period that you are on **unpaid leave**.

Credit Union

If you have a credit union deduction through payroll, please contact the Credit Union to arrange alternative payment for any period that you are on **unpaid leave**.

Tax Saver/Cycle to work scheme

If you are availing of the Tax Saver or Cycle to Work schemes, please be advised that any monies owing will continue to be deducted during your paid maternity leave. If you decide to avail of unpaid maternity leave, any monies outstanding will be deducted from your final salary of your paid maternity leave.



Returning to work

Your return to work may still seem a long way off but starting to prepare for your return will make it much easier.

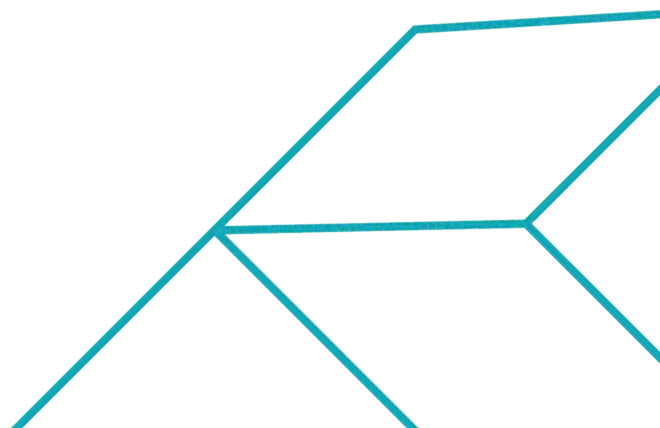
Prior to your maternity leave, your return-to-work date will have been confirmed to you by HR. Should you wish to amend/alter any of your arrangements, please contact leaveandbenefits@tudublin.ie at **least 4 weeks prior to the date arranged to return.**

Breastfeeding

If you are breastfeeding after returning from maternity leave, you are entitled to breastfeeding breaks for up to one hour in an 8-hour-hour working day. Where you work less than 8 hours in a day, this entitlement is pro-rated. This is in addition to your normal rest breaks. The breaks may be taken until the child's second birthday.

If you intend to take breastfeeding breaks, please notify Human Resources at least four weeks in advance of your return. Where there is a designated rest facility, access to same for the purposes of breastfeeding/expressing milk is facilitated by the Health & Safety Office and is available to both employees and students on request. Information about breastfeeding facilities and locations is [available here](#).

You can find a list of FAQs about Breastfeeding entitlements [here](#).





Leave for Parents

The table below outlines the differences between the types of leave for available to parents.

Leave	Who gets it?	How long?	Is it paid?	More details
Parental Leave	Parents and guardians of children under 16	26 weeks	No, it's unpaid	Parents leave is covered in the Maternity Leave policy
Parent's Leave	Parents of children under 2 years of age. Parents of adopted children in the first 2 years of the placement of the child	9 weeks	No, Parents Leave is unpaid, however you can apply for Parents Benefit if you have sufficient (PRSI) contributions	Full details can be found in the Parental Leave policy
Leave for medical care	Parents who need time off work to deal with serious medical care for the child.	5 days in any 12 consecutive months	No, it's unpaid	

For any further queries you might have please contact the Leave and Benefits Team by email: Leaveandbenefits@tudublin.ie

Useful Information

- Citizens Information: www.citizensinformation.ie
- Dept Social Welfare: www.welfare.ie
- Revenue Dept: www.revenue.ie