



Ireland: Maternity Leave Policy

Workday aims to provide a supportive environment for expectant mothers and this policy outlines maternity leave entitlements and useful information and responsibilities you should be aware of if you are pregnant or have recently given birth.

Entitlement to Maternity Leave

Expectant mothers are entitled to up to 42 weeks' maternity leave which is divided into:

1. "ordinary" maternity leave of 26 consecutive weeks ("Ordinary Maternity Leave"); and
2. "additional" maternity leave of a further 16 consecutive weeks immediately following the end of Ordinary Maternity Leave ("Additional Maternity Leave").

Ordinary Maternity Leave must start at least two (2) weeks before the end of the week in which your baby is due. You must not return to work any earlier than four (4) weeks after the week in which the baby is born.

Notification of Maternity Leave

We encourage you to inform us as soon as you know that you are pregnant; this means that we can ensure that the environment is supportive of you and of all your requirements during this time. This is also important in order to allow us to address any potential health and safety considerations.

Please raise a People Guide request at least four (6) weeks' in advance of the date on which you intend to take Ordinary Maternity Leave and, at the time of this notification, you must also provide us with a medical certificate confirming your pregnancy and specifying the expected date of birth.

At the time you notify us of your intention to take Ordinary Maternity Leave, you may also specify whether you intend to take Additional Maternity Leave. In any event, you must inform us in writing of your intention to take Additional Maternity Leave not later than four (4) weeks before the end of Ordinary Maternity Leave.

Once you notify us of your pregnancy and intended leave dates, People and Purpose will usually meet with you to answer any questions you may have. We will then confirm in writing the dates on which your leave will begin and end.

**Commencement of maternity leave & changing due dates **

You can begin and end your maternity leave on any day you choose but, as noted above, you are required to:

1. take at least two (2) weeks' leave before the end of the week that the baby is due; and
2. take four (4) weeks' leave after the baby is born.

If you give birth 4 weeks or more before the expected due date, you must let us know the date of birth in writing within 14 days of giving birth.

If you have less than four (4) weeks maternity leave left when your baby is born, then you are entitled to have maternity leave extended for up to four (4) consecutive weeks. If you have your maternity leave extended because of a late birth, you are still entitled to take Additional Maternity Leave. You must inform us of this proposed leave extension and your plan to take extended leave and how long you intend to take.

Shortly before your maternity leave starts your manager will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on internal circulation lists.

Company maternity pay

We want to support expectant mothers in caring for their child. Workday will top up Maternity Benefit during Ordinary Maternity Leave (i.e. up to 26 weeks) to the amount of their contractual base salary. It is your responsibility to arrange and claim Maternity Benefit from the State. There is no minimum service required to avail of this benefit.

Additional Maternity Leave is unpaid. During Additional Maternity Leave, the employee will not receive any Maternity Benefit from the State nor any payment of their contractual base salary from Workday.

How to apply for maternity benefit

You should apply for Maternity Benefit at least 6 weeks before the date you intend to start your leave. If you want to apply for Maternity Benefit online you will need to apply for a Public Services Card and set up a MyGovID account first.

1. Complete MB1 form which you can find online on welfare.ie.
2. Raise a People Guide request with a copy of your due date cert and your MB1 form completed.
3. People & Purpose will provide you with a completed MB2 form. You can also request to meet with People & Purpose to walk through your maternity leave dates.
4. Once you have these you will then be able to apply for Maternity Benefit. You can do all of this on mywelfare.ie. If you are on company paid maternity leave please ensure to specify the government payment should be made to your employer, if you are on unpaid company maternity leave please ensure to specify the government payment should go to yourself.

Protection of Employment Rights

Our policy is to treat an employee absent on Ordinary Maternity Leave or Additional Maternity Leave as if she had not been absent. At the end of a maternity leave period, subject to the notification requirements outlined above, you will be entitled to return to your usual job as far as is reasonably practicable, on terms and conditions no less favourable than those which would have applied had you not been absent. If this is not reasonably practicable for Workday, you will be offered a suitable and appropriate alternative, on no less favourable terms and conditions.

During Ordinary Maternity Leave and Additional Maternity Leave you will be deemed to have been in continuous employment and your employment rights will be preserved as though you were present at work. Your statutory and contractual rights (excluding remuneration and benefits) are protected by law. In particular:

1. benefits in kind such as life insurance, health insurance and use of a company vehicle if applicable will continue;
2. annual leave entitlement under your contract continues to accrue. You are also entitled to leave for any public holidays that occur during Ordinary Maternity Leave and Additional Maternity Leave; and
3. pension benefits continue if you are a member during Ordinary Maternity Leave only (see "Pensions" section of this policy).

Pensions

Where you are eligible to receive company maternity pay (see "Company maternity pay" section of this policy), we shall continue to make any employer contributions during Ordinary Maternity.

Leave that we usually make into the pension scheme, based on what your earnings would have been if you had not been on maternity leave provided that you continue to make contributions based on the maternity pay you are receiving. If you wish to increase your contributions to make up any shortfall from those based on your normal salary then please contact the People and Purpose Department.

During the unpaid period of Additional Maternity Leave, we will not make any payments into a pension scheme. You do not have to make contributions but you may do so if you wish, or you may make up for your missed employee contributions at a later date.

Understanding your Payslip on Maternity Leave

Please see guidance from Payroll on Maternity Leave Payslip. If you have any questions on this, please raise a Service Hub request with Finance > Payroll.

If you have any questions on how your tax credits work or if you want to apply for maternity leave tax credits you should contact www.revenue.ie.

Stillbirths & miscarriages

Maternity leave does not apply in the case of a miscarriage up to and including the twenty-fourth week of pregnancy. If you have a stillbirth or miscarriage any time after the 24th week of pregnancy, you are entitled to full maternity leave (i.e. both Ordinary Maternity Leave and Additional Maternity Leave).

To apply for Maternity Benefit following a stillbirth, you need to provide a letter from your doctor with the Maternity benefit application form, confirming the expected date of birth, the actual date of birth and the number of weeks of pregnancy.

Premature Births

For premature births, paid Maternity Leave is extended for an extra period after the end of the first 26 weeks. It corresponds to the time period between your baby's actual birth date and the expected start date of your Maternity Leave. E.g. You may have planned to take your Maternity Leave at week 37 of your pregnancy, 2 weeks before your baby is due. Then if your baby is born

in week 30 of your pregnancy (7 weeks before your due date), you still claim Maternity Leave for the standard 26 weeks from date of birth. However, you can now claim an extra 7 weeks at the end of the 26 weeks, so your paid Maternity Leave will last until your baby is approximately 33 weeks old.

You will need to send a letter from your doctor stating the change in dates and send a copy to People & Purpose and the Department of Employment Affairs and Social Protection.

Time off for ante-natal care

We want to support expectant mothers and if you are pregnant, then regardless of length of service or status (full or part-time), you may take reasonable paid time off during working hours for the purposes of attending ante-natal care. To help us to manage workloads we ask that you try to give as much written notice as possible of your appointments, at a minimum no less than two (2) weeks' notice, and you may be requested to produce an appointment card. Workday requests that, where possible, the appointments are at the beginning or at the end of the working day.

Expectant fathers are also entitled to a once-off right to time off from work, without loss of pay, for the purposes of attending the last two antenatal classes in one set of classes. Notification must be made to the employee's Manager of the time and date of the classes at least two (2) weeks in advance. The employee may also be requested to produce written confirmation of the time and date of the class.

Sickness

Periods of pregnancy-related sickness absence shall be paid in accordance with our Sick Leave Policy.

Health and safety

If you are pregnant or if you have recently given birth or are breastfeeding you will not be placed in any job that poses an unacceptable risk to your health and safety or that of your child. A separate risk assessment will be conducted in relation to such employees. If there are particular risks, it will be Workday's policy to remove the risk or to reassign the employee to alternative work or to a more suitable environment. Where the risk cannot be removed or the employee cannot be redeployed, Workday is obliged to place the employee on health and safety leave. Workday will pay for the first three (3) weeks of such leave. Thereafter, subject to satisfying the relevant eligibility criteria, Health and Safety Benefit may be payable by the Department of Employment Affairs and Social Protection.

The expectant mother should contact Workplace via Service Hub to organise an ergonomic assessment for their workspace.

Keeping in touch

We aim to stay in touch with employees during maternity leave. You are welcome to contact your manager or People and Purpose at any time. Keeping in touch should be mutual and by agreement. If you feel that your contact is too little or too much, you should let your manager know.

Shortly before you are due to return to work, your people leader may invite you to have a discussion (whether in person or by telephone) about the arrangements for your return. This discussion will only take place if you are happy for it to do so. This may cover:

1. updating you on any changes that have occurred during your absence;
2. any training needs you might have; and
3. any changes to working arrangements.

Returning to work

You must give us at least four (4) weeks' written notice of the date on which you intend to return to work (the "Expected Return Date").

You are normally entitled to return to work in the same position as you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are no less favourable.

Returning late

If you wish to return later than the Expected Return Date, you should either:

1. request unpaid parental leave (see Parental Leave Policy), giving us as much notice as possible but not less than 6 weeks; or
2. request paid annual leave in accordance with your contract, which will be approved at our discretion.

If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our Sick Leave Policy will apply. In any other case, late return will be treated as unauthorised absence.

Deciding not to return

If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should give notice of resignation in accordance with your contract of employment. The company will be able to accept the resignation once your maternity leave is finished.

This does not affect your right to receive Maternity Benefit.

Breastfeeding

An employee who is breastfeeding is entitled to a paid break of one hour or a daily one-hour reduction in working hours for the purpose of breastfeeding.

A father's entitlement to maternity leave

Fathers are only entitled to maternity leave in the unfortunate event that the baby's mother dies within 40 weeks of the birth. In these circumstances, the father is entitled to a period of leave, the extent of which depends on the actual date of the mother's death. If the mother's death occurs within 24 weeks following the birth, then a father is entitled to the remainder of the Ordinary Maternity Leave and has the option to take the Additional Maternity Leave. All or part of the Additional Maternity Leave can be postponed in the event of his baby being hospitalised. If the mother's death occurs after 24 weeks following the birth, then the father is entitled to leave up to the end of the 40th week after the birth. The leave will start within 7 days of the mother's death.

Policy

This policy does not form part of any employee's contract of employment and Workday reserves the right to vary or amend this policy as may be necessary from time to time.

This policy does not apply to agency workers, contractors or the self-employed.

