Application for maternity leave credits
To be completed by your employer when you return to work.

Employer, please note: Additional unpaid maternity leave must start immediately after paid Maternity Benefit (that is after Maternity Benefit paid by the Department) and is for maximum period of 16 weeks.

<table>
<thead>
<tr>
<th>PPS No.</th>
<th>Name</th>
<th>Address</th>
<th>Telephone No.</th>
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I/We certify that the above employee has taken unpaid maternity leave as follows (do not include the date your employee was getting Maternity Benefit):

<table>
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<th>From</th>
<th>To</th>
<th>Total number of weeks of unpaid maternity leave taken</th>
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</table>

Signed by or for employer

Signature (not block letters)

Position in company or organisation

Date

Employer’s registered No.

Telephone No.

Send the completed form to:
Maternity Benefit Section, Department of Employment Affairs and Social Protection, Mc Carter’s Road, Buncrana, Co. Donegal.

Data Protection Statement
The Department of Employment Affairs and Social Protection administers Ireland’s social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data protection policy is available at www.welfare.ie/dataprotection or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.