

## 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**.

<b>PPS No.:</b>	<input type="text"/>
<b>Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Telephone No.:</b>	<input type="text"/>

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):

<b>From:</b>	<b>To:</b>
<b>Total number of weeks of unpaid maternity leave taken:</b>	
<b>Signed by or for employer</b>	
<input type="text"/>	<b>Employer's official stamp</b>
<b>Signature (not block letters)</b>	
<input type="text"/>	
<b>Position in company or organisation</b>	
<b>Date:</b>	<input type="text"/>
<b>Employer's registered No.:</b>	<input type="text"/>
<b>Telephone No.:</b>	<input type="text"/>

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](http://www.welfare.ie/dataprotection) or in hard copy.