



Dundalk Institute of Technology Unpaid Maternity Leave Application Form

From the 1 March 2007 you are entitled to take up to a further 16 weeks' additional maternity leave, but this period is not covered by Maternity Benefit, nor is your employer obliged to make any payment during this period.

I hereby notify the Institute of my intention to take Unpaid Maternity Leave:

Name: _____ **Payroll No:** _____

School/Department: _____

My Unpaid Maternity Leave will commence on: _____

My Return to Work date is: _____

Signed: _____ **Date:** _____
Employee

Approved: _____ **Date:** _____
Human Resource Manager