

## **Maternity Leave – Research Staff**

### **General**

The DCU Maternity leave policy applies to all DCU Research Staff. Information on the policy can be found at

<http://www.dcu.ie/info/policies/contents.php?function=2&identification=1054733455>

### **Purpose**

The purpose of this addendum to the DCU Maternity Leave policy is to outline the conditions which will apply to maternity leave applications from Research Staff funded through external research funding. The following two categories of maternity leave application are covered in this addendum:

- Maternity Pay Top Up
- Maternity Leave Cover

### **Maternity Pay Top Up**

Externally funded research staff will receive normal pay less the State Maternity Benefit. The top-up on the State Maternity Benefit to full pay will be covered by the PI / Research Programme from the respective external grant where allowable under the grant's terms and conditions. In the event that this is considered an ineligible expense as specified in the grants terms and conditions, and/or there is no money/insufficient resources available to fund the maternity pay top-up, the PI will submit a proposal to the University seeking funding to cover the top up salary costs (please see below – Guidelines on Submitting a Proposal).

### **Maternity Leave Cover**

In line with the DCU Maternity Leave policy there is no guarantee that the University and/or Research Centre can replace staff members who go on maternity leave. Each case will be assessed on its own merits with a view to facilitating a replacement if financial considerations allow for this.

It is the responsibility of the PI / Research Programme in the first instance to identify funding sources for replacing staff. In the event that there is insufficient funding for a replacement the PI will submit a proposal to the University seeking funding to cover a replacement (please see below – Guidelines on Submitting a Proposal).

### **Guidelines for Requesting University Funding**

As stated above if there are insufficient funds available to fund either of the above categories of maternity leave application the PI may submit a proposal to the University seeking funding. The general principles regarding funding requests are as follows:

- The PI / Research Programme must exhaust all funding possibilities before seeking University support
- If a proposal is for maternity pay top up, the University will not consider a second proposal for funding maternity cover and vice versa
- If the proposal is for a maternity replacement all options regarding cover should be considered, i.e. replacement at a lower level, shorter duration of cover, and the possibility of installing cover on a part-time basis

### **Guidelines on Submitting a Proposal**

The PI is required to discuss the maternity leave payment and replacement options with the relevant HR Officer in advance of submitting the proposal. If after consultation it is deemed necessary to submit a proposal it should be noted that:

- All proposals must be submitted to the Human Resources Manager a minimum of eight weeks prior to the commencement of the maternity leave.
- The Human Resources Manager will circulate the proposal to the Research Finance Officer, and the Director of the OVPR. The proposal will then be considered by all three parties

The proposal should clearly outline the following:

- Summary of the role and the maternity leave dates (job description should be attached)
- Confirmation of whether the Research Centre / PI is seeking University funding in respect of the maternity pay top-up or for the replacement of the staff member. (Details of the costs associated with the maternity pay top up or the replacement should be included).
- Details as to why the Research Centre / PI cannot fund the maternity arrangement
- In the event that funding for a replacement is being sought the research Centre / PI should outline the following:
  - the key / critical activities for which cover is essential during the maternity leave period and the reasons for same
  - details of the activities which can be covered from existing resources
  - details (following discussion with the relevant HR Officer) of all the options that have been considered in relation to cover i.e. the level of cover required, the duration and whether it is necessary on a full time or part-time basis etc.

### **Approval of Applications for Funding**

The PI will be notified whether the funding has been approved by the University no less than four weeks prior to the commencement of the maternity leave.

**N.B.** It should be noted that the University may decide not to fund either maternity pay top or cover. If the University does decide to provide funding, it will only pay for the lesser of the two categories.