



**etb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board

## MSLETB Policy on Learner Maternity Leave

As an expectant mother you are entitled to 26 consecutive weeks' basic maternity leave. Maternity leave is generally taken 2-4 weeks before the expected birth however a minimum of 2 weeks must be taken before the medically certified expected week of confinement and 4 weeks after the end of the expected week of confinement. You are entitled to an additional 16 weeks' unpaid leave immediately after that of the basic maternity leave.

You are encouraged to notify your instructor/trainer as soon as possible so that MSLETB can ensure that it can be supportive of you and your requirements during that time.

Learners are obliged to give MSLETB Training Centre at least 4 weeks' written notice of their intention to take maternity leave and provide a medical certificate confirming the expected date of confinement. Learners must inform MSLETB Training Centre in writing of their intention to take the 16 weeks' additional unpaid leave either on the date that they notify MSLETB Training Centre of their intention to take maternity leave or in any event not later than 4 weeks before the end of the 26 weeks' maternity leave

Notice to MSLETB of your intention to return to training must be given in writing at least four weeks before the intended date of return after the birth. MSLETB will seek to facilitate you as far as is reasonably practicable in completing your training (which may be at a later date and/or a different location/programme if your original training programme has since finished).

MSLETB does not pay Maternity Benefit/Training Allowances during the period of maternity leave. Learners should contact their local Department of Social Protection office as early as possible to determine any entitlements that may be due during your maternity leave. To ensure that such entitlements can be clarified, Learners may be advised/given time to visit their local Department of Social Protection Office when the necessary notification of intention to take maternity leave is given to MSLETB.

### **Medical Appointments**

As an expectant mother you may take reasonable time off for medical visits connected with the pregnancy. There is no maximum or minimum amount of time off specified for these visits. Rather, you are entitled to as much time off as is necessary to attend each visit. This includes the time required to travel to and from the appointment and the time taken for the appointment itself. You must, where practicable, give 2 weeks' notice of your medical visits. You should show your appointment card if requested at any time after your first appointment. If you are in receipt of a training allowance you are entitled to be paid while keeping these medical appointments for the duration of the course.

### **Ante-natal classes**

As an expectant mother you are entitled to take time off to attend one complete set of ante-natal classes during your pregnancy except for the last 3 classes of the set. An expectant father is also entitled to time off, on a once-off basis, for the purpose of attending the last two antenatal classes.

### **Health and Safety**

MSLETB may, due to the nature of the training programme you are attending, request confirmation from your doctor that it is safe for you to continue with your training. Where a risk is identified, MSLETB may suspend all or part of your training in the interest of Health and Safety.



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



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