

**Applying for paid Maternity Benefit/ Leave**

When applying for 26 weeks paid Maternity leave you must first download the relevant MB1, MB2 & MB3 forms from the Dept. of Social Protection (DSP) website, as per links below:

 [https://www.welfare.ie/en/pdf/**mb1**.pdf](https://www.welfare.ie/en/pdf/mb1.pdf)

 [https://www.welfare.ie/en/pdf/**mb2**.pdf](https://www.welfare.ie/en/pdf/mb2.pdf)

 [https://www.welfare.ie/en/pdf/**mb3**.pdf](https://www.welfare.ie/en/pdf/mb3.pdf)

**MB1 applicant notes**

The MB1 form requests the applicant complete their personal information. This information will support the DSP in processing their claim for Maternity Benefit.

The CDETB requires the applicant to submit their personal bank details on **Part ‘3’** of the MB1 form. It is organisational policy that Maternity Benefit is to be paid directly to the applicant’s personal bank account with the balance deducted from their salary accordingly for the duration of their paid Maternity Leave.

**MB2 applicant notes**

The original MB2 form should be sent directly to the HR Dept. of the CDETB at least 1 month prior to the applicant’s commencement of paid Maternity Leave. The MB2 form is the employer’s verification and is fundamental to their overall DSP application for Maternity Benefit.

For verification of their confinement the applicant must attach to their original MB2 form a completed original MB3 form **OR** an original headed letter from their GP/ Consultant with an official stamp and Irish Medical Council Number outlining their date of confinement. Failure to attach this information may result in a delay in their application for Maternity Benefit.

If the applicant is requesting to commence their paid Maternity Leave more than 2 weeks prior to their date of confinement please do so by attaching a cover letter to their MB2 form outlining this specified date they wish to commence paid Maternity Leave. Please note that under legislation the commencement of paid Maternity Leave is not permitted prior to the 24th week of confinement.

**Final Step**

After following the correct procedures outlined above, the HR Dept. will forward the applicant their completed MB2 form which should in turn be sent to the Dept. of Social Protection, McCarter’s Road, Ardarvan, Buncrana, Co. Donegal along with their MB1 form for processing.

The HR Dept. will notify the applicant in writing of their specified paid Maternity Leave dates and any other information pertaining to their application, a c.c. copy of this correspondence will be forwarded to their head of centre/ section.

*For further information on paid Maternity Leave procedures please contact Ms. Breda McDermott in the CDETB, HR Dept.*

Human Resources Dept, October 2016