



To: Director of each Institute of Technology and President, D.I.T.

Circular Letter No. 0022/2013

**MATERNITY AND ADOPTIVE LEAVE – AMENDMENT FOR ACADEMIC STAFF
IN INSTITUTES OF TECHNOLOGY**

I am directed by the Minister for Education and Skills to refer to the practice whereby Institutes awarded periods of ‘leave in lieu’ during term, where maternity leave or adoptive leave for academic staff overlapped with holidays – subject to a maximum of 30 working days.

I am to advise that with effect from the 1st May 2013 the practice of awarding periods of such ‘leave in lieu’ will cease. Any obligation in respect of public holidays or statutory annual leave occurring while on maternity leave or adoptive leave will be comprehended through days at Easter, Summer and Christmas when there are no lectures/teaching/assessments as per Institutes’ Academic Calendars (i.e. outside of term time).

The number and timing of these days will be clearly identified by Institutes in each case to ensure that Institutes’ obligations and staff members’ entitlements are met.

This will not affect the statutory entitlement to 26 weeks’ paid and an optional 16 weeks’ unpaid maternity leave and 24 weeks’ paid and 16 weeks’ unpaid adoptive leave. Days in lieu of maternity leave or adoptive leave will not be accrued on and from the 1st May 2013 but any remaining leave in lieu on that date may be taken after it.

The terms of this circular supersede all entitlements in respect of ‘leave in lieu’ outlined in previous circulars in relation to maternity leave and adoptive leave.

Anne Forde,

Principal Officer,

Higher Education Policy and Skills Unit