

HRB Policy on Payment of Social Benefits

Version 6.0

Effective from 1 Jan 2025

Purpose

HRB Grantholders (with the support of their Host Institution) can apply to the HRB for *additional* funding for periods of paid statutory leave (including maternity leave, paternity leave, adoptive leave, paid sick leave) for individuals in receipt of salaries or stipends on HRB Grants. The policy provides details of allowable entitlements and how to apply, including those circumstances where an extension to the duration of the Grant Term may be required as a result of a period/s of statutory leave.

Information on statutory leave entitlements for employees can be sourced through the Workplace Relations Commission's website, and through the Citizen's Information website. Grant holders should familiarise themselves with the statutory leave entitlements, as amended from time to time, as well as the policies in place at their Host Institution.

Policy

1. The HRB will support all applicable statutory payments for individuals in receipt of salaries or stipends on HRB Grants in accordance with the processes set out below.
2. To minimise administrative burden over the lifetime of a HRB Grant and with the exception of those specific instances listed below, a Grant holder can submit requests for social benefit payments to the HRB towards the latter stage of the Grant Term ideally no later than three months before the end **of the Grant Term**.
3. In the following cases, requests must be submitted to the HRB from the Host Institution **as the instance arises** where the additional cost to HRB will exceed €20,000.
4. Where the Grant has been made to an individual (e.g., in the case of a Career Fellowship) and the leave necessarily involves the Grant holder, we ask that Grant holder notifies the

HRB, copying the Host Institution, at the earliest opportunity to discuss the potential impact on the Grant and to agree any actions arising.

Process

1. In all instances, requests for additional funding for social benefits payments for maternity, paternity, adoptive or paid sick leave should be submitted using a **HRB Grant Amendment Request Form** and sent to grantchanges@hrb.ie.
2. Please note that a Social Benefit request may involve a request to extend the duration of the grant for a period equivalent to the statutory leave and in such instances the HRB policy on No-cost Extensions should be followed.
3. The HRB **will not** process requests for payment of social benefits after the Grant end date. Any funding remaining unspent at the end of the Grant Term must be returned to the HRB.
4. Where a request is approved, the HRB will issue a Letter of Variation to the Host Institution and the Terms and Conditions of the original Grant Agreement will still apply.

Eligibility and Implementation

1. **Salaried staff who satisfy the PRSI contribution conditions**
 - (i) For employees on HRB-funded contracts, who satisfy the PRSI contribution conditions for maternity, paternity, adoptive leave and can avail of the associated social benefits, the HRB will provide *additional* funding for the duration of statutory entitlement for these leaves.
 - (ii) For paid sick leave, the HRB will provide *additional* funding, in accordance with the policies of the Host Institution, for the period for which the Host Institution makes provision for paid sick leave.
 - (iii) **'Additional'** in Clause 1(i) refers to the difference between social welfare maternity benefit or social welfare adoptive benefit and the salary stipulated for that employee in the HRB contract. In the case of paid sick leave (Clause 1(ii)), and in accordance with the policies in place in the Host Institution, the **'additional'** amount may be less than the difference between social welfare sickness benefit and salary.
 - (iv) Where paid sick leave is being claimed, a copy of the Host Institution Policy on paid sick leave, or a letter of confirmation of this policy, duly signed and stamped by the Director of HR, on official headed notepaper, must accompany the grant amendment form.
 - (v) The employee is responsible for ensuring that social welfare maternity benefit, social welfare adoptive benefit or sickness benefit is claimed from Social Welfare in a timely manner.

2. Post-graduate researchers and salaried staff who do not satisfy the PRSI contribution conditions

- (i) For post-graduate researchers or employees who do not satisfy the PRSI contribution conditions for maternity, paternity and adoptive leave, the HRB will provide the salary amount (salaried staff) or stipend amount (post-graduate researchers) to persons on maternity, paternity and adoptive leave for the duration of the statutory entitlement.
- (ii) For paid sick leave, the HRB will provide funding, in accordance with the policies of the Host Institution, for the period and amount for which the Host Institution makes provision for paid sick leave.
- (iii) The Host Institution is responsible for verifying the ineligibility for social welfare maternity benefit, social welfare adoptive benefit or sickness benefit of the employee or researcher, in the form of a letter duly signed and stamped by the Host Institution.
- (iv) HRB payment of social benefit supplement is conditional on the institution not requiring the candidate to pay additional postgraduate registration fees for this period of leave; evidence will be required of same.

Ends.