**MATERNITY LEAVE APPLICATION**

**FULL NAME:**

 **ADDRESS:**

**TELEPHONE NO:**

 **EMPLOYEE NUMBER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EMAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EXPECTED WEEK OF CHILDBIRTH**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DATE MATERNITY LEAVE TO COMMENCE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAVE YOU BEEN EMPLOYED CONTINUOUSLY FOR 26 WEEKS AT THE START OF THE 15TH WEEK BEFORE YOUR EDC:** \_\_\_\_\_\_\_ (If not please tick option 1)

 **I ATTACH A COPY OF MATB1**

***I WISH TO APPLY FOR MATERNITY LEAVE AS FOLLOWS:* *(Tick appropriate box)***

|  |  |
| --- | --- |
| ***SCENARIO 1***  | (***UNDER 1 YEAR’S SERVICE)***  |
|   |   |

 Up to 52 weeks maternity leave with the right to return at the end of

that period to include:

39 weeks Ordinary maternity leave unpaid plus SMP (dependent

upon entitlement)

and a further 13 weeks Additional maternity leave unpaid leave

***SCENARIO 2 (OVER 1 YEAR’S SERVICE, contract won’t allow/not returning after maternity leave)***

 Up to 52 weeks maternity leave with the right to return at the end of that

 period to include:

 39 weeks ordinary maternity leave which will be paid at:

* + - 6 weeks at 9/10ths of salary with SMP offset (dependent upon

 entitlement)

* + - 33 weeks unpaid plus SMP (dependent upon entitlement)

 Plus 13 weeks unpaid Additional Maternity Leave

***If following maternity leave, I declare my intention to resume duties, then arrangements***

***will be made to pay me 12 weeks at half pay.***

***SCENARIO 3 (OVER 1 YEAR’S SERVICE, returning for minimum 13 weeks after return from maternity leave)***

 Up to 52 weeks maternity leave with the right to return at the end of that

 period to include:

1. weeks ordinary maternity leave which will be paid at:
* 6 weeks at 9/10ths of salary with SMP offset (dependent on

entitlement)

* + - 12 weeks half pay plus SMP (dependent on entitlement)
		- 21 weeks unpaid plus SMP (dependent upon entitlement)

 **And** *I wish to elect to spread the 12 weeks half pay over a longer*

|  |
| --- |
|  |

 *period i.e., up to a maximum of 33 weeks (please tick this box if this is your*

 *choice)*

***Failure to resume duties for at least 13 weeks under this option will necessitate the***

***refund of 12 weeks at half pay.***

**N.B. All employees have the right to return to duty following their maternity leave. However, an employee also has the right to terminate their employment under any of the above options. If the employee decides to terminate employment the termination date will normally be last day of maternity leave, this would be different where unpaid leave applies. If it is an employee’s intention to terminate duties the date of termination if known can be included below:**

\* I intend to terminate my employment on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SIGNED**: **DATE**: