## MATERNITY/ADOPTION/ SURROGACY: PAY FORECAST REQUEST

To receive a Maternity/ Adoption or Surrogacy Pay Forecast, please email [payroll-pensions@brookes.ac.uk](mailto:finance-payroll@brookes.ac.uk) with the information requested below. Alternatively, please complete this form and send it to:

**Payroll, 1.03 Buckley Building, , Headington Campus**

|  |  |
| --- | --- |
| Full name |  |
| Employee Number |  |
| What is the date your baby is due or the date of placement? |  |
| What is the date you wish to commence your maternity /adoption /surrogacy leave? |  |
| Do you wish to receive the 13 weeks at 50% pay? | YES/NO(Delete as appropriate) |
| Address/email to which you wish this forecast to be sent: |  |

Please note that this information will be used only for pay forecasting purposes, and may therefore be subject to change. When calculating your actual pay we will use the dates and information you have provided on your Maternity/Adoption/Surrogacy Leave and Pay Application Form.

This information will be processed in the strictest confidence.

*August 2022*