## MATERNITY: LEAVE AND PAY APPLICATION FORM

## Please refer to the Maternity Policy for further information on maternity leave and pay. All staff should complete section A and only the relevant sections thereafter.

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To qualify for maternity pay, you must complete and return this form to the HR Department by the 15th week before the Expected Week of Childbirth.

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| **Part A: Employee Details (to be completed by all)** | |
| **Name:** | **Emp No:** |
| **Post title:** | **Faculty/Directorate:** |
| **Start date with Brookes:** | **Line Manager:** |

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| **Part B: Maternity Leave (to be completed by all staff)** | |
| I am pregnant and my baby is due on: |  |
| **What is the date you intend to start taking maternity leave from?**  The earliest start date is 11 weeks’ before the expected week of confinement and the latest start date is the expected due date. You can change the date but must give 28 days’ notice in writing. Maternity leave will start immediately if your baby is born early. |  |
| **Have you enclosed your MAT B1 with this form?**  You must submit your MATB1 or other proof of pregnancy within 21 days of your maternity leave and pay start date. | YES / NO |
| The University assumes that you will be taking 52 weeks’ maternity leave, of which if you are eligible 39 weeks will be paid as per the Maternity Policy. You can take up to 63 weeks maternity leave or you can take less than 52 weeks leave. | |
| **Will you be taking maternity leave for** | 1. 52 weeks 2. less than 52 weeks 3. more than 52 weeks 4. Not decided (Delete as appropriate) |
| **Do you know what your planned return to work date is likely to be?**  You can change this date but must give 8 weeks (56 days) notice. |  |

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| **Part C: Maternity Pay - To be completed by staff with 26 weeks’ continuous service at the 15th week before the Expected Week of Childbirth.** | |
| You may elect to receive 50% of your salary in addition to Statutory Maternity Pay during weeks 14 to 26 (inclusive) of your paid maternity leave on condition that you return to work for a minimum of 13 weeks after your maternity leave. (Please note this is repayable if you do not return to work for a minimum of 13 weeks). | |
| **Do you wish to receive the 50% salary whilst on maternity leave?** | YES / NO |
| **Would you like the 50% salary to be paid to you when you have returned from maternity leave for 13 weeks?** | YES / NO |
| **NB: Although Staff with less than 26 weeks’ continuous service at the 15th week before the expected week of childbirth will not be eligible for Occupational/Statutory maternity pay, they may be eligible for Maternity Allowance (see policy for further information).** | |

You now need to have a meeting with your line manager and a member of the HR team if you have not already done so. You may change any of the above information after the meeting but you should put the changes on a new Maternity Leave and Pay form as soon as possible.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jan 2020