Request for Maternity Support Leave

This request form along with the appropriate HMRC [Maternity Support form (SC3)](https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3) should be submitted to the Human Resources office or by email to [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk) by the end of the 15th week before the baby is due or when they have been notified that they have been matched for adoption with a child or as soon as reasonably practical.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Applicant details | | | | | | | | | |
| Forename | |  | | Surname |  | Title |  | | |
| Weekly Hours | |  | | Job Title |  | Department |  | | |
| Address1 | |  | | Address2 |  | Town |  | | |
| Post Code | |  | | Current Service Start |  | NI Number |  | | |
| 1. Maternity Support Leave Option   Please select the number of weeks maternity support leave you wish to take.  1 week  2 weeks  3 weeks | | | | | | | | | | |
| 1. Maternity Support Leave details  |  |  |  |  | | --- | --- | --- | --- | | 1. Has the baby been born yet? | Yes No | 2.A) If yes, what is the actual date of birth?  B) If no, what is the due date? |  | | 3. Would you like your maternity support leave to start on the date the baby is born? | Yes No | 4. If no, when would you like your maternity support leave to begin (it must be used within 8 weeks of the birth of the baby or from the date of adoption)? |  | | | | | | | | | | |
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| 1. Eligibility   You must be able to tick all 3 boxes below to get the Statutory element of Maternity Support Leave and pay. | | | | | | | |  |  |
| I am the child's biological father or the mother's spouse, civil partner or a partner (including  same sex partners) who lives with the mother and child in an enduring family relationship.  I will have responsibility for caring for the child.  I will take time off work to support the mother and/or care for the child. | | | | | | | | | |

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| **Signature**: | **Date**: |