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 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
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| 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

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| 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**: |