Request for Maternity Leave

This request form should be submitted to the Human Resources office or by email to [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk) at least 15 weeks before the Expected Week of Childbirth (EWC).

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| 1. Applicant details | | | | | | | | | | | | |
| Forename | |  | Surname | |  | | | Title |  | | | |
| Weekly Hours | |  | Job Title | |  | | | Department |  | | | |
| Address1 | |  | Address2 | |  | | | Address3 |  | | | |
| Town | |  | Post Code | |  | | | Current Service Start |  | | | |
| 1. Maternity Leave Option | | | | | | | | | | | | | |
| Please select the maternity payment option that you wish to receive during your period of Maternity Leave. Please note that there is no longer a requirement to return to work and continue employment for a 3 month period following maternity leave. | | | | | | | | | | | | | |
| **OCCUPATIONAL MATERNITY PAY:** | | | | | | | | | | | | | |
| **Option 1**  4 months at full pay, which will include any relevant statutory maternity payment (SMP). SMP will continue beyond the full pay period until a maximum total of 39 weeks is paid followed by up to 13 weeks unpaid maternity leave | | | | | | **Option 2**  2 months at full pay, which will include any relevant SMP payment, followed by 4 months at half pay. SMP will continue beyond the full pay period until a maximum total of 39 weeks is paid followed by up to 13 weeks unpaid leave. (*Note: SMP is paid in addition to half pay subject to the total pay not exceeding the normal full pay*) | | | | | | |
| **UNPAID LEAVE/MATERNITY ALLOWANCE:** | | | | | | | | | | | | |
| **Option 3**  I do not qualify for SMP, but wish to take unpaid leave (maximum of 52 weeks) and request form SMP1 in order that I  may claim a Maternity Allowance from the JobCentre Plus Office. | | | | | | | | | | | | |
| 1. Maternity Leave details | | | | | | | | | | | |
| The earliest start date for maternity leave is the 29th week of pregnancy. You may, however, continue working up to the week the baby is expected, provided there are no health and safety risks and your doctor has not advised you to stop working. You can change your mind about the start date of your leave by giving 28 days’ notice.  You are entitled to receive accrued contractual annual leave and public holiday entitlement during the entire period of your Maternity Leave. This leave can be taken by agreement with your line manager. It is recommended that the entitlement is added onto the beginning or end of the maternity leave period where possible. | | | | | | | | | | | |
| Expected Week of childbirth: | | |  | | | Maternity Leave start date: | | | |  | |
| I have enclosed my MATB1 form | | |  | | | I will forward my MATB1 form to you in due course | | | |  | |
| 1. Return to work | | | | | | | | |  | |  |
| I understand I should give as much written notice of my return to work (usually a minimum of 8 weeks) following my maternity leave to my line manager and Human Resources. If I fail to provide sufficient notice the University may reserve the right to postpone my return until the Maternity Leave Entitlement (52 weeks) has elapsed. | | | | | | | | | | | |

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