

**APPLICATION FOR MATERNITY LEAVE**

**EMPLOYEES WITH MORE THAN 12 MONTHS SERVICE AT EXPECTED WEEK OF CHILDBIRTH**

Name .....

School / Discipline / Directorate .....

Start Date .....

**Section 1. Employees intending to return to work**

I hereby apply for maternity leave and statutory maternity pay.

My expected date of childbirth is .....

I intend to commence maternity leave on .....

I propose to return to work on .....

I enclose my certificate of confinement (Form MatB1)

I understand that I will:

1. return to the employment of the University of Dundee for a minimum period of 3 months following my maternity leave.
2. return to work within 52 weeks of commencing maternity leave (26 weeks Ordinary Maternity Leave and 26 Additional Maternity Leave).
3. refund, on request, the whole of the non-statutory element of occupational maternity pay if I fail to return to employment as indicated above.
4. confirm in writing my intention to return to employment at least 8 weeks before the proposed date indicated on this form.

I understand that my maternity pay will be:-

**8 weeks full pay, 16 weeks half pay in addition to SMP (but not exceeding full pay in total) plus 15 weeks SMP plus if you wish, up to 13 weeks on unpaid leave thereafter.**

But if I return to work at the end of my Ordinary Maternity Leave (ie after 26 weeks) this will be 8 weeks full pay, 16 weeks half pay in addition to SMP (but not exceeding full pay in total) plus 2 weeks SMP

Signed ..... Date .....

**Section 2. Employees not intending to return to work**

I hereby apply for maternity leave and statutory maternity pay.

My expected date of childbirth is .....

I intend to commence maternity leave on .....

I enclose my certificate of confinement (Form MatB1)

I understand that by choosing not to return to work following my maternity leave I am not eligible for the University's occupational maternity pay. Also that consequently my employment with the University will be terminated on the date of the last payment of statutory maternity pay.

Signed .....

Date .....