

MATERNITY LEAVE APPLICATION

The information contained in this report is based on the details you have provided as part of your HR Expert online enquiry on 2 Feb 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
No of hours worked per week: 35	Full time equivalent hours per week: 35

The expected date of birth is 1 Jun 2004.

The commencement date of my Maternity Leave is 1 May 2004.

The date of return to work is 10 Jan 2005.

A medical certificate is attached (✓) ☐

Payment Election for Paid Maternity Leave

I am entitled to 9 weeks paid Maternity Leave. My payment election is full pay over 9 weeks.

Periods of Leave for this Pregnancy

Leave type	From	To	Period
Maternity Leave - full pay	1 May 2004	2 Jul 2004	9 weeks
Recreation Leave - full pay	3 Jul 2004	22 Aug 2004	245 hours
Extended Leave - full pay	23 Aug 2004	19 Oct 2004	294 hours
Maternity Leave - unpaid	20 Oct 2004	9 Jan 2005	12 weeks
TOTAL PERIOD	1 May 2004	9 Jan 2005	

Return to Work Arrangement

My return to work date following full time Maternity Leave will be 10 Jan 2005. On this date, I intend to commence part time Maternity Leave working 14 hours per week, with the following work pattern, until 29 Aug 2005.

Weekday	Number of hours
Monday	0 hours
Tuesday	7 hours
Wednesday	7 hours
Thursday	0 hours
Friday	0 hours
Total per week	14 hours

I understand that I have a right of return to my former position:

- if I resume duty within one year of the birth of my child; or
- if I take approved part time maternity leave, or a combination of full and part time maternity leave, I resume immediately after my maternity leave and within 2 years of the birth of my child.

I also understand that I should contact my superannuation fund to discuss how my maternity might have an effect (if any) on my superannuation.

Employee's signature: _____ Date ____/____/____

Approval

Recommended by: _____ Date ____/____/____

Approval by Delegated Officer: _____ Date ____/____/____

MATERNITY LEAVE APPLICANT'S PRIVATE COPY

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Employee Details

Name: Example Name	Serial/Employee No: Example Number
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade
No of hours worked per week: 35	Full time equivalent hours per week: 35
Full time annual salary: \$45,325.00 (the calculations below are based on this amount)	

The expected date of birth is 1 Jun 2004.

The commencement date of my Maternity Leave is 1 May 2004.

The date of return to work is 10 Jan 2005.

A medical certificate is attached (✓) ☐

Payment Election for Paid Maternity Leave

I am entitled to 9 weeks paid Maternity Leave. My payment election is full pay over 9 weeks.

Periods of Leave for this Pregnancy

Leave type	Inclusive dates	Period	Gross	Tax	Net
Maternity Leave - full pay	From: 1 May 2004 To: 2 Jul 2004	9 weeks	\$7,817.86	\$1,827.00	\$5,990.86
Recreation Leave - full pay	From: 3 Jul 2004 To: 22 Aug 2004	245 hours	\$6,080.55	\$1,421.00	\$4,659.55
Extended Leave - full pay	From: 23 Aug 2004 To: 19 Oct 2004	294 hours	\$7,296.66	\$1,705.00	\$5,591.66
Maternity Leave - unpaid	From: 20 Oct 2004 To: 9 Jan 2005	12 weeks	\$0.00	\$0.00	\$0.00
TOTAL PERIOD	From: 1 May 2004 To: 9 Jan 2005		\$21,195.07	\$4,953.00	\$16,242.07

Return to Work Arrangement

My return to work date following full time Maternity Leave will be 10 Jan 2005. On this date, I intend to commence part time Maternity Leave working 14 hours per week, with the following work pattern, until 29 Aug 2005.

Weekday	Number of hours
Monday	0 hours
Tuesday	7 hours
Wednesday	7 hours
Thursday	0 hours
Friday	0 hours
Total per week	14 hours

I understand that I have a right of return to my former position:

- if I resume duty within one year of the birth of my child; or
- if I take approved part time maternity leave, or a combination of full and part time maternity leave, I resume immediately after my maternity leave and within 2 years of the birth of my child.

I also understand that the monetary calculations stated above are estimates and do not take into account any payroll deductions I might have, for example superannuation contributions or health fund payments. I also understand that I should contact my superannuation fund to discuss how my maternity might have an effect (if any) on my superannuation.