

APPENDIX C: MATERNITY LEAVE: NOTICE OF INTENTION TO RETURN TO WORK

Please complete this form no later than eight weeks before the return date stated on your Maternity Entitlement letter. Ensure a copy of the approved form is sent to your HR Coordinator. Refer to the Maternity, Adoption and Paternity Policy on the Intranet or contact HR for further guidance.

Your name:	
Job title and division:	
Your staff number:	
Your telephone number:	
Your email address:	
Your manager's name:	

Return to work details (Please complete all fields)

My maternity leave will end on (date)	
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I will return to work at the end of my maternity leave

I will return to work on a different date Specify date:

I will not return to work

I wish to apply for Flexible Working

To apply for a flexible-working pattern that is different to your current working pattern, please complete (APPLICATION FOR FLEXIBLE WORKING (FLEX 1) and submit to your line manager). Further information can be found under Standard Operating Procedures (SOPs) HR 012/07 on INsite.

Annual leave

I intend to take annual leave following my Maternity Leave: Yes No

I wish to take annual leave during the following dates	To
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Number of days annual leave	
I am returning to work on the following date	

Annual leave continues to be accrued during maternity leave as normal and continues to be calculated over a 12 month period. Your leave year starts on the first day of your birthday month. For Part-time staff annual leave is proportional to the number of hours worked per week. This includes time off in lieu for any bank holidays or privilege days that occur during the period of maternity leave. It is important if you have excess annual leave that you discuss with your manager a leave plan in reducing your excess hours so you do not lose any hours at the end of your annual leave year. Annual leave is always subject to agreement with your line manager. (Please refer to annual leave policy)

Add any comments as appropriate:

Comments	
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Signed:	
Date:	

For Human Resources purposes only

- Oracle amended to active assignment
- Letter sent to employee confirming return
- Form forwarded to payroll
- SS updated

Payroll

Any additional comments

