

**MATFORM PD43**

**For babies due and/or born on or after 6th April 2018**

**NOTIFICATION FOR MATERNITY LEAVE**

Please note that this notification must be submitted to HR Services by your qualifying week[[1]](#footnote-1)

|  |  |
| --- | --- |
| Name: |  |
| Employee Number: |  |
| Manager Name: |  |

I am applying for maternity leave as agreed with my PVC/ Director of Service and I wish to return to work following this leave. I understand that all annual leave accrued up to the date I start my maternity leave must normally be taken before I start my leave. Any leave accrued during my maternity leave and carried forward to the next holiday year must normally be taken immediately after my maternity leave.

I wish to take maternity leave as follows:

|  |  |  |
| --- | --- | --- |
|  | Start date | End date |
| Annual leave immediately prior to maternity leave |  |  |
| **Maternity leave** |  |  |
| Annual leave after maternity prior to returning to work |  |  |
| KIT days repay, if worked |  |  |
| First day back in the office |  | n/a |

I have booked these periods of annual leave on Trent and understand that bank holidays/closure days that fall within my maternity leave will be returned to my discretionary leave and also carried into the next holiday year if appropriate.

I have used the [government online calculator](https://www.gov.uk/pay-leave-for-parents) and I am applying for the following (please tick the appropriate box below

|  |  |
| --- | --- |
| I wish to receive UMP but I am not eligible for SMP during my period of leave. I would like the University to send me a SMP1 form and I will notify the University of any payments I receive from the Department of Work and Pensions. |  |
| I wish to receive UMP and am eligible for SMP during my period of leave. |  |
| I prefer to receive only SMP during my period of leave and to be paid the University maternity pay as a lump sum on my return to work (minus deductions paid for me by the University). |  |

I will provide my maternity certificate (MATB1) signed by my doctor/midwife no later than 11 weeks (approximately week 29) before my expected week of childbirth.

I understand that if I am on a fixed term contract that my employment and payment of UMP will end on the expiry date of the fixed term contract, although SMP will continue to be paid if eligible.

I understand that the University has the right to reclaim the non-statutory elements of maternity pay should I fail to return to work and continue in employment for at least 3 months (or an equivalent period of time if the University has agreed to your request to return to work on reduced hours).

Signed: …………………………………………….. Date: …………………………………..

1. QW = the end of the 15th week prior to your expected week of childbirth e.g. approximately week 25 [↑](#footnote-ref-1)