

MAT2D

MATERNITY AND ADOPTION – LEAVE AND PAY PROVISIONS APPLICATION FOR LEAVE

This application should be submitted to your Service either:

- 15 weeks before your baby is due **or**
- 7 days of your notification that you have been matched with a child.

You should enclose either your:

- Mat B1 certificate, which you will receive from your midwife **or**
- Your matching certificate, which you will receive from your Adoption Agency

PART 1: Your details

Name: Position:

Service: Manager:

Home Address: Work Address:

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SAP Number:

PART 2: Your leave

My baby is due on/My expected date of placement is:

I enclose my: Mat B1 Form Matching Certificate:

I would like my Maternity/Adoption Leave to start on:

I intend to return to work I do not intend to return to work I am unsure of my intentions

PART 3: Your pay

For employees with more than 26 weeks service, select one option:

- a) I wish to receive 33 weeks Occupational Maternity/Adoption Pay on the basis that I undertake to physically return to work for a period of at least 3 months. I understand that if I do not return to work, I will be required to repay any Occupational Maternity/Adoption Pay which I have received.
- b) I wish to defer payment of 33 weeks Occupational Maternity/Adoption Pay at 50% (5/10ths) of pay until I have returned to work. If I return to work I understand that I will receive Occupational Maternity/Adoption Pay backdated, and less any payments already made.

Signature: Date:

Employees should submit completed form to their line manager.
Managers please send completed form to servicehr@glasgow.gov.uk

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For Office Use only:

Date of continuous service: Date Certificate Received:

Latest RTW date: (52 weeks) Leave confirmed: (within 28 days)

Date Processed via SAP: