|  |  |  |  |
| --- | --- | --- | --- |
| Notice of Maternity/ Adoption  Leave Return Date | | | |
| **Guidance** | | | |
| This form should be completed by you as the manager of an employee who is currently on maternity or adoption leave, or by an authorised signatory on your behalf. Its purpose is to confirm the return to work date to HR and Payroll, primarily so that the employee can be added back onto payroll when they return to work after a period of maternity or adoption leave, some of which may have been unpaid.  You may find it helpful to refer to the [Maternity Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) or [Adoption/ Surrogacy Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) before completing this form.  You must send this form to Payroll through **People and Money** by the 10th of the month in which your employee is returning to work. This will ensure they receive the correct salary payment on their return. | | | |
| **Section 1: Employee’s Personal Details** | | | |
| Name: |  | | |
| Employee Number: |  | | |
| Department/School: |  | | |
| Date leave started (dd/mm/yyyy): |  | | |
| **Section 2: Confirmation of Maternity Leave Return Date**  **To be completed when you have been advised of the final return to work date** | | | |
| Date to be paid from (dd/mm/yyyy): | |  | |
| Date returning to work (dd/mm/yyyy): | |  | |
| **Section 3: Authorisation** | | | |
| Signature: | | | Date (dd/mm/yyyy): |
| **On completion, submit this form through People and Money.** | | | |