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| Notification of Maternity/Adoption Leave form | | |
| **Guidance** | | |
| You must complete the relevant parts of this form if you intend to take Maternity, Adoption or Surrogacy Leave. You are encouraged to share your news with your manager(s) as early as possible – this will be treated confidentially.  Please refer to the [Maternity Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) or [Adoption and Surrogacy Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) for more information.  For Maternity or Surrogacy Leave you must submit the form at least 15 weeks before your baby’s due date, once you have received your MAT-B1.  For Adoption Leave you must submit the form within 7 days of being matched with a child, and at least 28 days in advance of your anticipated start date. If it is not possible to meet these deadlines you must notify HR as soon as possible.  A maternity calculator is available in People and Money to give you an estimate of the pay you may receive. | | |
| **Section 1: Personal Details** | | |
| Name: |  | |
| Employee Number: |  | |
| Department/School: |  | |
| Manager Name(s): |  | |
| Manager Email(s): |  | |
| Please confirm which type of leave you are intending to take: | Maternity  Adoption or Surrogacy | |
| **Section 2: Maternity Leave Details Only** | | |
| I wish to inform you that I am pregnant and intend to take maternity leave as follows: | | |
| Expected date of childbirth (dd/mm/yyyy): | |  |
| Planned start date of maternity leave (dd/mm/yyyy): | |  |
| **Section 3a: Adoption Leave Details Only** | | |
| I wish to inform you that I intend to take statutory adoption leave as follows: | | |
| Expected date of adoption placement (dd/mm/yyyy): | |  |
| Planned start date of adoption leave (dd/mm/yyyy): | |  |
| **Section 3b: Adoption through Surrogacy Only** | | |
| I wish to inform you that I intend to take statutory adoption leave as follows: | | |
| Expected due date of baby (dd/mm/yyyy): | |  |
| Planned start date of adoption leave (dd/mm/yyyy): | |  |
| **Section 3c: Adoption from Overseas Only (you can submit this form multiple times as you receive confirmation of dates)** | | |
| I wish to inform you that I intend to take statutory adoption leave as follows: | | |
| Date of your ‘official notification’ (dd/mm/yyyy): | |  |
| Estimated date of the child’s arrival in the UK (dd/mm/yyyy): | |  |
| Actual date your child arrives in the UK (dd/mm/yyyy): | |  |
| Planned start date of adoption leave (dd/mm/yyyy): | |  |
| **Section 4: Supporting Documentation** | | |
| MAT-B1 (For Maternity Leave or adoption through surrogacy only) | |  |
| Evidence that you have been matched with a child (For Adoption or Surrogacy Leave only) | |  |
| **Section 5: Pay Options** | | |
| I intend to return to work for at least three months after my leave and understand that if I don’t, I will need to repay the difference between University of Edinburgh maternity pay (UEMP) and statutory maternity pay (SMP) entitlement. If I am on a GH contract, I understand that HR will confirm my pay entitlement separately.  I intend to take the following option: | | |
| **Option 1** | |  |
| **Option 2** | |  |
| I am undecided about returning to work, or intend to resign after my leave, and would like to take the following option: | | |
| **Option 3** | |  |
| **Section 6: Declaration and Signature** | | |
| I declare that:   * I have discussed my leave with my manager(s) * The information in this form is accurate * I have indicated on the form my pay option and my start date * I am attaching my supporting documentation | | |
| Signature: | | Date (dd/mm/yyyy): |
| Once complete, submit this form through People and Money and attach your supporting documentation. **Please do not submit this form until you have ALL of the required information, as HR Operations cannot confirm your leave until all information has been received.** Once everything has been received, HR will respond within four weeks to acknowledge your intentions. | | |