**Human Resources**

**Maternity Leave Notification Form**

*Please discuss your plans for maternity leave with your line manager before completing this form and please email them a copy of this form. This form should be completed and sent electronically to the Payroll Team (*[*Fin.Div.Payroll@lse.ac.uk*](mailto:Fin.Div.Payroll@lse.ac.uk)*) along with the MAT B1 Certificate by the end of the 15th week before the Expected Week of Childbirth (EWC). If you haven’t received the MAT B1 Certificate you should send an electronic copy once received. The Payroll Team will confirm your maternity leave dates and any maternity pay entitlements in writing. Please ensure that you have read the* [*LSE's maternity leave policy*](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/matPol.pdf) *before completing this form.* ***Incomplete forms will not be accepted, please ensure all sections are fully completed.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Details** (please enter the following details) | | | | | | | | |
| **Title** | enter text | **First name** | enter text | | | **Surname** | | enter text |
| **Home Address** | | Click or tap here to enter text. | | | | | | |
| **Contact Number** | | Click or tap here to enter text. | | | | | | |
| **Personal Email Address** | | Click or tap here to enter text. | | | | | | |
| **Payroll number** | | Click or tap here to enter text. | | | | | | |
| **Job title** | | Click or tap here to enter text. | | | | | | |
| **Are you a Visa Holder?** | | No | | Yes, Tier 2 | | | Yes, Tier 5 | |
| **Job Family** | | Choose an item. | | | **Area** | | Click here to enter text. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates for Maternity Leave** | | | | | |
| **Date baby due** | | Click here to enter a date. | | | |
| **Expected start date of maternity leave** | | Click here to enter a date. | | | |
| **A MATB1 Certificate confirming the above details:** | | Choose an item. | | | |
| Your doctor or midwife will give you a MAT B1 Certificate which will give you the expected week of childbirth (EWC). You must provide a scanned copy of the original form to the Payroll Team at least 28 days before you wish to start your maternity leave. | | | | | |
|
| **Expected return date (back on Payroll)** | | Click here to enter a date. | | | |
| I understand that if I am taking less than the full 52 weeks' maternity leave entitlement, I should provide at least 8 weeks' notice in writing if I wish to return to work earlier or later than the date agreed above with my line manager and the School and I will need to complete a Return to Work Form. | | | | | |
|
| **Maternity Pay** | | | | | |
| Employees are eligible for Contractual Maternity Leave and Pay if they have continuously worked for the School for 26 weeks’ at the beginning of the 15th week before the EWC. To see if you qualify, please click [here.](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Forms/Maternity-Entitlements-Calculator-May-2017.xlsx) | | | | | |
| **Please choose one option from the drop-down list for your Maternity Leave and Pay** | | | | | Choose an item. |
| **Declaration of Employee** | | | | | |
| I wish to apply for maternity leave, as set out above and I confirm the information provided is correct.  I understand that should I wish to take annual leave in the standard leave year, I will book this in the usual manner (where possible and in agreement with your line manager, you should take any annual leave accrued prior to the start of your maternity leave, before you commence your maternity leave). | | | | | |
|
| **Name** | Click here to enter text. | | **Position** | Click here to enter text. | |
| **Signature** | Click here to enter text. | | **Date** | Click here to enter a date. | |
| **Name of Line Manager(s)** | | Click here to enter text. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **HR/Payroll Team office use only** | | | |
| ***HR checklist*** | | | |
| Added on Maternity Leave spreadsheet | | | |
| ***Payroll Team checklist*** | | | |
| Visa status checked | | | |
| If Tier 2 or 5 check with Compliance team before implementing | | | |
| Create letter | | | |
| Resourcelink input | | | |
| **Completed by:** | | | |
| **Name** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |