Please use this form to request Maternity / Birth Parent Leave. You are advised to read the [Maternity / Birth Parent Procedure](https://www.abdn.ac.uk/staffnet/working-here/leave-6719.php#panel5490) before completing this form.

You should submit your Maternity / Birth Parent Leave Form before the end of your 26th week of pregnancy. Please send this form to Human Resources – Employment Services Centre: [HR@abdn.ac.uk](mailto:HR@abdn.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Section A PERSONAL DETAILS (to be completed in block capitals)** | | |
| **Employee ID Number:** | | |
| **Continuous Service Date:** | | |
| **First Name(s):** | | **Last Name:** |
| **Contact Telephone Number:** | | **Email:** |
| **Post Title:** | | |
| **School:** | **Section:** | |
| **Expected Week of Childbirth / Placement date:** |  | |

|  |  |
| --- | --- |
| **Section B EMPLOYEE DECLARATION** | |
| I have read the University of Aberdeen’s Maternity / Birth Parent Leave Procedure and understand my entitlement. I accept the conditions under which these provisions are granted and now wish to apply for pay/leave in accordance with the selected option below.  **I wish to utilise Option (please select):**   * Option 1a – I will be taking 18 weeks of full pay followed by SMP and will be returning to post * Option 1b – I will be taking 9 weeks of full pay, followed by 18 weeks half pay and SMP and will be returning to post * Option 2 – I will be taking SMP and will be returning to post * Option 3 – I will be taking Maternity Allowance and will be returning to post * Option 4 - I am undecided about returning to work after my period of maternity leave and understand I will be contacted to request confirmation of my decision. * Option 5 - I will not be returning to work   I can confirm that my date of commencement of maternity leave and pay is .................. | |
| **Pension contributions (for periods of unpaid maternity leave only)**   * I would like to maintain my employee/employer pension contributions during any period of unpaid maternity leave * I will not be maintaining my employee/employer pension contributions, and I understand that the University will not be making any employer contributions to my pension scheme until I return to work * I have not yet decided | |
| **Signed:** | **Date:** |