

MATERNITY LEAVE NOTIFICATION

Please complete this form and return it to the Department of Human Resources. Prior to completing this form, please refer to the University Maternity Leave Policy accessible from the Department of Human Resources web pages.

Full Name: Ms/Miss/Mrs/Dr/Prof

Department:

Post:

Please indicate the days and hours that you **currently** work:
NB: If you work different days each week please contact your customary contact within the Department of Human Resources prior to completing this form.
Mon Tues Wed Thurs Fri Sat Sun

1. Which maternity leave scheme do you wish to apply for?* Please tick below ✓

Eligibility is explained within the University Maternity Leave Policy

Scheme A University of Sheffield scheme	39 week option: 18 weeks full pay followed by 21 weeks standard rate statutory maternity pay (SMP)	
	45 week option: 12 weeks full pay followed by 12 weeks half pay followed by 21 weeks pay equivalent to standard rate SMP	
Scheme B Statutory scheme	Statutory maternity leave with SMP for a maximum period of 39 weeks	

**Staff may not return to work until at least two weeks from the date of childbirth. At any time thereafter staff may return to work within the paid leave period but will forfeit entitlement to maternity pay in these circumstances (with the exception of a maximum of up to 10 keeping in touch days). Where wishing to return before the end of the paid leave period staff should confirm their intention in writing to their Head of Department and send a copy of this letter, along with this form to the Department of Human Resources.*

2. Maternity certificate

Please send your maternity certificate (MAT B1) to the Department of Human Resources as soon as it is available. This is required as evidence of your entitlement to maternity leave and maternity pay.

Maternity certificate: attached / to follow* delete as appropriate

