|  |  |
| --- | --- |
|  | **NON-TEACHING RETURN FROM MATERNITY LEAVE****To be used by a manager to notify HR of an employee’s return from maternity leave.** |
| **PART A** | **EMPLOYEE DETAILS** |  |
| **Name:** |  |
| **Employee Number:** |  |
| **Post Title:** |  |
| **Place of Work:** |  |
|  |  |  |
| **PART B** | **KEY DATES** |  |
|  | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
| **Date of birth of child:** |  |  |  |  |  |  |  |  |
| **Date of commencement on maternity leave:** |  |  |  |  |  |  |  |  |
| **Date of return to work (for pay purposes):** |  |  |  |  |  |  |  |  |
| **Date of actual return to work:** (if different from above) |  |  |  |  |  |  |  |  |
|

|  |  |  |
| --- | --- | --- |
| **PART C** | **HALF PAY OPTION** |  |
| **Did the employee defer the half pay scheme until they return to work?** |
|  |
| **Yes** |  |  | **No** |  |  |
|  |  |  |  |  |  |  |

 |
| **PART D** | **CHANGE TO CONTRACT** |  |
| **Is there a contractual change associated with the employee’s return to work?** |
|  |
| **Yes** |  |  | **No** |  |  |
|  |  |  |  |  |  |  |
| If there is a change associated with the return, please send the appropriate paperwork to reflect this. i.e. If it is a change or hours, HR will require a contractual change form PLUS the Flexible Working Application. |

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| --- | --- | --- |
| Authorised by: |  |  |
|  |  |
| Manager Name: |  |
| Signature: |  |
| Date: |  |
| Telephone Number: |  |
|  |  |  |