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|  | **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:** |  | **FTE:** |  |
| **Post Title:** |  |
| **Place of Work:** |  |
|  |  |  |
| **PART B** | **KEY DATES & ACCRUED ANNUAL LEAVE** |  |
|  | **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:**  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |
| **Number of days annual leave accrued during maternity leave based on FTE:** |  |
|  |
| **Number of days accrued annual leave to be paid :** |  |
|  |
| **Number of days accrued annual leave to be taken prior to returning to work:**  |  |
|  |
| **PART C** | **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: |  |  |
| Head Teacher / Area BSM Print Name: |  |
| Signature: |  |
| Date; |  |
| Telephone Number: |  |