

## MATERNITY LEAVE AND PAY PROVISIONS

### APPLICATION TO RETURN TO WORK EARLY FROM MATERNITY LEAVE

This application should be submitted to your Head of Service at least 28 days before the date on which you intend to return to work. If you wish to return to work before your maternity leave is exhausted and you do not provide the appropriate notice, the Company may postpone your return to a date that will secure the full period of notice.

Name: -----

Designation: -----

Employing Service: **GLASGOW LIFE**

Section/Division: -----

Manager: -----

Place of Employment (Address): -----

Home Address: -----

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Employee Reference Number: -----

Proposed Date of Return To Work:  
(It is compulsory that all employees  
take a minimum of two weeks  
maternity leave): -----

(Please include any annual leave/public holiday  
being taken)

#### DECLARATION

I confirm I am medically fit to return to work on the date stated above.

**SIGNATURE:** -----

**DATE:** -----

Manager please send completed form to [servicehr@glasgow.gov.uk](mailto:servicehr@glasgow.gov.uk)

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#### OFFICE USE ONLY

Date Form Received: -----

Statutory Maternity Leave Return Date: -----

Date Letter Issued to Employee: -----

Date Processed to Pay Office: -----