MATB4

MATERNITY AND ADOPTION – LEAVE AND PAY PROVISIONS

Application to Return to Work Early from Maternity/Adoption Leave

This application should be submitted to your manager, 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.

# PART 1: Your details

|  |  |
| --- | --- |
| Name: | Position: |
| Service:  | Manager: |
| Home Address:  | Work Address:  |
| SAP Number: |  |

# PART 2: Your leave

# Proposed Date of Return To Work:

# *Please include any annual leave and public holidays being taken*

# I intend to breastfeed upon my return to work\* (tick box if applicable):

*\*We ask for this information to ensure that suitable facilities are made available. Your manager will carry out a risk assessment.*

Part 3: Declaration

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

 Signature: Date:

Manager should send completed form to servicehr@glasgow.gov.uk

To be completed by CBS:

Date Form Received:

 Statutory Maternity Leave Return Date:

 Date Letter Issued to Employee:

 Date Processed to Pay Office: