# MATERNITY AND ADOPTION – LEAVE AND PAY PROVISIONS APPLICATION FOR LEAVE

This application should be submitted to your manager either:

* 15 weeks before your baby is due **or**
* 7 days of your notification that you have been matched with a child (UK Adoptions), **or**
* within 28 days of receiving official notification that the adoption has been approved by the relevant UK authority and the estimated date that the child will arrive in the UK (Overseas Adoptions).

You should enclose either your:

* Mat B1 certificate, which you will receive from your midwife **or**
* Your matching certificate, which you will receive from your Adoption Agency (UK Adoption) **or**
* The Official notification that you are permitted to adopt from overseas and evidence of the child’s entry into the UK

# PART 1: Your details

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

# PART 2: Your leave

My baby is due on/My expected date of placement is:

I enclose my: Mat B1 Form Matching Certificate: Official Adoption Notification:

I would like my Maternity/Adoption Leave to start on:

I intend to return to work

I do not intend to return to work

I am unsure of my intentions

# PART 3: Your pay

For employees with more than 26 weeks service, select one option:

1. I wish to receive 33 weeks Occupational Maternity/Adoption Pay on the basis that I undertake to physically return to work for a period of at least 3 months. I understand that if I do not return to work, I will be required to repay any Occupational Maternity/Adoption Pay which I have received.
2. I wish to defer payment of 33 weeks Occupational Maternity/Adoption Pay at 50% (5/10ths) of pay until I have returned to work. If I return to work I understand that I will receive Occupational Maternity/Adoption Pay backdated, and less any payments already made.

Signature: Date:

Employees should submit completed form to their line manager. Managers please send completed form to cbsservicehr@glasgow.gov.uk

Completed by CBS Service HR

**Date of Continuous Service\*:**

**Date Form Received:**

**Latest RTW Date:**

**Leave confirmed:**

**Date Processed via SAP:**