

MATERNITY LEAVE (NON-TEACHING)

HOW DOES THE PROCESS WORK?

Commencement of Maternity Leave

Employee advises Line Manager they are pregnant and will be taking maternity leave advising of dates.

Line Manager advises employee to complete the Notification of Commencement of Maternity Leave Pro Forma.

Employee sends Notification of Commencement of Maternity Leave pro forma along with MATB1 certificate to the HR Operations Team within the Employee Service

HR Operations Team update iTrent with Maternity Dates, issue appropriate letter to employee notifying of entitlements, and advise manager of relevant dates.

Line manager arranges for employee's access/permissions to be suspended from relevant systems.

Return from Maternity Leave

Employee advises Line Manager they are returning from maternity leave.

Employee completes and send the Mat 8 pro forma notifying of their return from maternity leave to the Employee Service centre.

HR Operations team update iTrent with maternity leave end date, issue appropriate letter to employee and advise line manager of date of return.

HR Operations team adjust employee holiday entitlement as appropriate.

Line manager arranges for employee's access/permissions to be re-instated for relevant systems.