

MATERNITY SUPPORT LEAVE

APPLICATION FORM FOR NOMINATED CARER OF NEW MOTHER



This form should be completed by the nominated carer of new mother.

Maternity Support Leave is a provision of five days of paid leave available for the nominated carer of a new mother.

This leave is provided in order that the nominated carer can assist with the care of the child and provide support to the mother at or around the time of the birth.

The availability of this leave provision will not extend beyond 56 days (8 calendar weeks) after the date of birth of the child. It cannot be taken before the child is born.

In addition, subject to eligibility criteria, the baby's biological father; husband or partner/civil partner of the mother may be entitled to one complete week of Statutory Paternity Leave / Statutory Paternity Pay and Occupational Paternity Leave.

Maternity Support Leave – Application Procedure

You should complete and submit this form to your line manager, **prior to** the period of Maternity Support Leave, providing as much notice as possible of your proposed dates. This will allow your line manager to consider your request and allow for arrangements to be put in place to cover your absence from work if your request is authorised.

Along with this completed application form, your line manager will also need to have sight of either of the following pieces of supporting documentation:-

- the MATB1 Certificate, which is issued to the expectant mother prior to the birth, confirming the expected date of birth, or
- the baby's birth certificate, confirming the actual date of birth.

If you do not have either of these documents, another document confirming either the expected date of birth, or the actual date of birth, must be made available for your line manager.

For Line Managers

For managers considering applications for Maternity Support Leave they should consider, are they supporting the expectant/new mother, is there a father or partner there to support, are they the birthing partner of the expectant mother. If an employee is not supporting the expectant/new mother or there is father or partner there to support, applications for Maternity Support Leave can be refused.

MATERNITY SUPPORT LEAVE REQUEST FORM

Payroll Details – (to be completed by employee)			
Employee Name:			
Service/Division:			
Job Title:			
Employee Number:		Payrun Number:	
National Insurance Number:		Start date with NLC:	
Your dates for Maternity Support Leave and Pay -			
The baby is due on -			
If the baby has been born, please enter the actual date of birth -			
I request Maternity Support Leave as follows -	Date From	Date To	
Name of person you are supporting during this period of Maternity Support Leave -			
Are you supporting the expectant/new mother?			
Is there a father or partner there to support?			
Are you the birthing partner of the expectant mother?			
Your declaration -			
I declare that –			
<ul style="list-style-type: none"> I am the nominated carer of the new mother, and I will take time off work to provide support to the new mother at or around the time of the birth 		<input type="checkbox"/> <input type="checkbox"/>	
Employee Signature:			
The following section to be completed by line manager –			
MatB1 Certificate viewed by manager –		Birth Certificate viewed by manager –	
Leave agreed –			
Line Manager Signature:			
<p>Once the form has been completed and authorised by your line manager, please send form and supporting documents to the Employee Service Centre, People Help Desk Team. ESC-HelpDeskTeam@northlan.gov.uk</p>			

