**Maternity Leave Request**

The full procedure can be viewed at:
Not yet available

The policy to which this process is linked, can be viewed at:
http://www.ucl.ac.uk/hr/docs/maternity_policy.php

This service standard is owned by Mike Sainsbury, Employment Contract Manager. If you have any complaint relating to this procedure, please contact him at: m.sainsbury@ucl.ac.uk, or on extension 53016

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| Maternity leave entitlement letter | ECA will, subject to the completion and receipt of the dependencies set out in this process:  
• Verify signatures on application form  
• Verify Expected Week of Childbirth on application form is the same as on MATB1  
• Liaise with HR payroll on Statutory Maternity Pay entitlement  
• Validate the requested maternity leave does not exceed 52 weeks and includes all University closure days and bank holidays  
• Verify whether post has funding end date or projected end date during the requested maternity leave  
• Note any other information such as employee not wishing to return after period of leave  
Provide the employee with a letter( copied to the Head of Department ) confirming the:  
• period of leave requested  
• entitlement to, and amount of, occupational and statutory pay  
• Expected date of return  
Provide HR Payroll with a Payroll Action Form and update ResourceLink accordingly | **Timeliness**  
Within 4 weeks of receiving the Application, notify the employee of their maternity leave entitlement and expected date of return to work  
Provide advice to the employee on their entitlement, where requested. | Employment Contract Supervisor  
ECA | 1. **Employee** has provided, by the 15th week before the Expected Week of Childbirth, all of the following:  
• Accurately completed Maternity Leave Application Form  
• MATB1 or adoption confirmation  
2. **Head of Department** - have:  
• Countersigned the application  
Correct letter and form templates, checked and then signed by ECS. |