

Maternity/Adoption Leave Request Flow Chart

Adoption Maternity Not less than 28 days before Employee informs their line manager of Not less than 15 weeks before employee wishes to commence their pregnancy or the placement of an the baby is due. leave. adopted child at the earliest opportunity. The earliest start date for The earliest start date for Adoption Leave is 14 days before Maternity Leave is 11 weeks the expected date of placement. Employee completes a Adoption/ before the baby is due. Employee Employee can start leave from Maternity Leave Request Form. can start leave from this date up this date up until the placement until the due date. date. Employee sends Adoption/Maternity Leave Request Form and MATB1 Form or matching certificate or official notification (overseas adoption) to Line Manager and Head of School/Unit for authorisation. Documentation passed to local HR team for processing. Should employee change their Should employee change their intended start date, at least 28 Employee receives letter confirming intended start date, at least 28 Adoption/Maternity Leave. days notice must be given to a days notice must be given to a line manager where practicable. line manager where practicable. Employee commences Adoption or Maternity Leave on agreed date stated on the Adoption/Maternity Leave Request Form.

Related Policies & Documents:

Chart - Fixed Term Contracts

Maternity/Adoption Leave Policy

Maternity/Adoption Leave Request Form

Maternity/Adoption Leave Request Flow



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Staff Committee

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Policy Area Lead:

Date of Approval:

Date for Review:

Approved by: