

## **Maternity Leave – Written Notice to Manager**

<b>Title</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Job Title</b>	
<b>School:</b>	
<b>Home Address</b>	
<b>Tel Number (Work)</b>	
<b>Tel Number (Home)</b>	
<b>Date baby is expected:</b>	
<b>A certificate (normally form MATB1) to confirm that I am pregnant is:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Already in your (manager's) possession</li> <li><input type="checkbox"/> Enclosed with this form</li> <li><input type="checkbox"/> To be given to you (manager) shortly</li> </ul>	
<b>Start date of maternity leave:</b>	
<b>(I will give 28 days notice of any change to the date I plan to start maternity leave)</b>	
<b>Return to work date:</b>	
<b>I believe I qualify for:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SMP</li> <li><input type="checkbox"/> The School/Council Scheme</li> <li><input type="checkbox"/> Both</li> <li><input type="checkbox"/> Neither</li> </ul>	

Please ask payroll to confirm my entitlement as soon as possible.

<b>Your signature:</b>	
<b>Date:</b>	