Kaleidoscope Multi-Academy Trust: Family Leave Documentation

Maternity/Adoption Leave Application Form

You need to return this form at least **15 weeks** before your baby is due (maternity) or within 7 days of the date on which you are notified of being matched with the child (adoption).

Employee name:	Employee payroll number:
Job title:	Department / school:

Pay and Leave

For information on eligibility for statutory maternity pay and statutory adoption leave and pay, please see our guidance on maternity and adoption.

☐**I would like to apply for statutory maternity pay (SMP) and maternity leave for a period of up to 52 weeks**

My baby is due and I intend to commence my maternity leave on
(no earlier than 11 weeks before your baby is due)

My last working day will be

OR

☐**I would like to apply for statutory adoption pay and adoption leave for a period of up to 52 weeks**

My matching date is and the expected date of placement is
I intend to commence my adoption leave on . This may be subject to change and I will notify my manager and HR of any changes to this date.

My last working day will be

Please indicate how much leave you intend to take (you do not have to take the amount you indicate here):

Additional (Occupational) Pay

For further details of occupational maternity and occupational adoption pay please see our guidance on maternity and adoption.

You will need to have one year's continuous service, 11 weeks before the baby is due for additional (occupational) maternity pay.

You will need to have one year's continuous service, 11 years before the baby is due to be placed with you for adoption pay.

If you are eligible to receive occupational maternity or adoption pay you are entitled to receive 12 weeks at half pay provided you return to work for at least 13 weeks (teachers) or 3 months (support staff). If you are a teacher and you reduce your hours on return you will need to return proportionately longer.

☐**I would like to receive the 12 weeks' occupational maternity / adoption pay as it becomes due. If I do not return to work at the end of my maternity / adoption leave in accordance with my Conditions of Service, I will forfeit my entitlement to the 12 weeks' OMP / OAP and will repay the monies received.**

OR

☐**I do not wish to receive the 12 weeks' occupational maternity / adoption pay until I return to work. If I do not return to work at the end of my maternity / adoption leave in accordance with my Conditions of Service, I will forfeit my entitlement to this pay.**

OR

☐**I do not quality for occupational maternity / adoption pay, and am only applying for SMP / SAP.**

Are you currently in the salary sacrifice scheme, for childcare vouchers?

☐Yes ☐No

Please provide an e-mail address that you are happy to receive correspondence to regarding your maternity / adoption leave:	

Declaration

- If I decide to return to work before the end of my 52 weeks of maternity / adoption leave I will provide **8 weeks** (at least 21 days for Teachers) written notice by submitting the 'Notification to End Maternity / Adoption Leave' form
- I have informed my Line Manager of my intentions to take maternity / adoption leave

Employee signed:	Date:

Once complete, please e-mail or return to the School ahead of submission to the Central Office.