

Maternity Leave Application Guidance All Pay Groups, excluding Teachers

This guidance explains how to complete the online maternity leave application, and which sections apply to you.

Application

You should begin by completing your personal and maternity information:

- **Employee number** – this must be entered exactly as shown on your payslip
- **Expected date of childbirth** – this should be taken directly from your MATB1 certificate
- **Attachments** – you must upload a copy of your MATB1 certificate, ensuring both sides of the document are included
- **Maternity leave start date** – this is the date your maternity leave will begin and should be the first day you are absent from work, not your last working day

Employee Number •

Expected Date of Childbirth •



Your GP or midwife will issue a MATB1 certificate. Please attach this below showing both sides of the document. •

 Add Attachments

 MATB1.docx (10.4 KB)



My leave will begin on (this date should not reflect your last working day)* •



Contract type

Click on the drop-down arrow and select your type of contract:

- Permanent

or

- Fixed-term

Contract type •

Permanent▼

Important information for employees on fixed-term contracts

Care must be taken when completing the application if you are employed on a fixed-term contract.

Where a fixed-term contract does not extend sufficiently at the start of maternity leave to allow you to return to work and complete the required three-month return-to-work period, you will not be eligible to receive occupational half pay during maternity leave.

In these circumstances, any entitlement to occupational maternity pay will be determined in line with PKC Maternity Provisions. Where applicable, payment will be made at the end of your contract or following completion of the required return-to-work period, subject to the conditions of the scheme being met.

Indicating whether you intend to return to work

You will be asked whether you intend to return to work following maternity leave or not.

- If you intend to return to work, or are unsure at this stage, you should complete Option 1
- If you do not intend to return to work, you should complete Option 2

Return to work

-- Select One --▼

This is mandatory

Choosing the correct option based on service

You must select **one statement only**, based on your continuous service at the qualifying week (15 weeks before your expected week of childbirth).

The form will guide you and confirm your entitlement based on your selection.

If you are unsure which option applies, please contact the People and Culture Team before submitting your form.

- Statement 1: less than 26 weeks' continuous service with Perth and Kinross Council
- Statement 2: at least 26 weeks' continuous service with Perth and Kinross Council
- Statement 3: at least one year's reckonable service but less than 26 weeks' continuous service with Perth and Kinross Council

Statement •

1	2	3
---	---	---

Each option explains your maternity leave and pay entitlement. Read the wording carefully and complete only the option that matches your circumstances.

If you are unsure which option applies to you, you should contact the People and Culture Team (Employee Support) on 01738 475555 (Option 2) before submitting your application..

20 weeks' half pay and suspense account (Statements 2 and 3 only)

If you have selected Statement 2 or 3 and are eligible to 20 weeks at half pay, you must indicate whether you want this payment to be:

- paid during maternity leave
- held in a suspense account until you have returned to work

Please indicate whether you wish to have the 20 weeks of 5/10ths pay held in a suspense account until your return to work (Option B) •

-- Select One --
▼

Choosing to hold the 20 weeks' half pay in a suspense account can be helpful if you are unsure whether you will return to work after maternity leave, as this avoids the need to repay

half pay if you do not return or do not complete the required three-month return-to-work period.

You must select either Yes or No in this section. If this is left blank, your application cannot be processed.

Declaration and submission

Before submitting the form, ensure that:

- you have completed only the relevant sections
- all required boxes have been updated
- you have read the declaration before submitting

Once submitted, the form will be sent to your Line Manager and the appropriate People and Culture teams for processing.

If you are unsure which option applies to you, you should contact the People and Culture Team (Employee Support) on 01738 475555 (Option 2) before submitting your application.