

Maternity Leave Application Guidance

Teachers/Other staff on SNCT Terms and Conditions

This guidance explains how to complete the 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
- 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**

 TEST FOR MATB1... (27.1 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. Entitlement to paid maternity leave will depend on your length of service and when your contract is due to end.

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

Based on your contract of employment and length of continuous service, there are three options to choose from (A, B or C). Only one option should be completed, based on your length of service 15 weeks before your expected week of childbirth (EWC).

In summary, eligibility is determined by your continuous service 15 weeks before your expected week of childbirth (EWC):

- Option A: less than 26 weeks' continuous service
- Option B: at least 26 weeks' continuous service
- Option C: at least one year's reckonable service but less than 26 weeks' continuous service with Perth and Kinross Council

Option •

A	B	C
---	---	---

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

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.