

Maternity / Adoption Leave Return

CHRIS/61

This form is to be used by employees returning from maternity leave or adoption leave. Information on the University's maternity leave and adoption leave policies are available on the HR website at the following addresses:

Maternity leave: <http://www.admin.cam.ac.uk/offices/hr/policy/maternity/>

Adoption leave: <http://www.admin.cam.ac.uk/offices/hr/policy/adoption/>

The University has procedures for individuals who wish to make a graduated return from maternity / adoption leave, or who wish to apply to work flexibly or part-time. Details of these policies are available on the HR website:

Graduated return: <https://www.hr.admin.cam.ac.uk/policies-procedures/maternity-policy/statement-policy>

Flexible working: <https://www.hr.admin.cam.ac.uk/policies-procedures/flexible-working>

PART 1 – DETAILS OF RETURN

To be completed by the employee

Section A – Personal details

These questions must all be answered. Your personal reference number can be found on your payslip.

Correspondence will be sent to your home address during your leave. Please use Employee Self Service to check that your address is correct, or enter your address in question 4.

1. Full Name
2. Personal Reference Number
3. Faculty / Department
4. Home address

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2. Personal Reference Number	
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4. Home address	

Section B – Leave details

5. Date of birth / placement of child (dd/mm/yyyy)
6. Date of return from maternity / adoption leave

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6. Date of return from maternity / adoption leave

Signed _____

Date _____

Now send this form to your Departmental Administrator.

PART 2 – DEPARTMENTAL ACKNOWLEDGEMENT

To be completed by the institution concerned

This form is for information. If the employee wishes to make a graduated return or to work flexibly, you will need to notify HR of the agreed working arrangements.

Signed _____

Name _____

Position _____

Date _____

Telephone _____

This form should now be emailed to your HR Administration Team at the relevant address:

Lifeyeventsandleave@admin.cam.ac.uk

csrstaffhub@admin.cam.ac.uk

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