Graduated Return from Maternity

This form is to be used for employees wishing to return from maternity leave on a graduated basis and must be completed in addition to the CHRIS/61. Guidance notes on the University’s graduated return scheme are available on the HR Division website.

Graduated return arrangements are subject to the agreement of your Head of Institution. If you wish to apply for a permanent change you must apply under the Flexible Working Policy. For more information contact HR or your departmental administrator.

PART 1 – APPLICATION FOR GRADUATED 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.

1. Surname
2. Forenames
3. Personal Reference Number
4. Position Held
5. Faculty / Department

Section B – Maternity Details
6. Date of return from maternity leave

Section C – Current working pattern
7. Current hours per week
8. Current working pattern
   Every weekday Monday-Friday
   Specified below
   Mon  Tue  Wed  Thu  Fri  Sat  Sun
9. Start date of this pattern (if known)

Section D – Proposed working pattern and graduated increases
The Graduated Return Scheme requires that a member of staff must return at a minimum of 20% of full-time and increase back to full time within 12 months.

This section will be used to adjust your pay accordingly, so please be as specific as possible and advise the HR Division as soon as possible if there are any changes to these arrangements.

10. Details of graduated return
   a. Initial hours/days per week on return:
   b. Details of graduated increases (hours/days per week and date for each increase):

11. End date of graduated return

Signed

Date

Now pass this form to your manager or Departmental Administrator
I approve the application for graduated return to work as set out in section D.

Signed _______________________________ Name _______________________________
Position _______________________________ Date _______________________________
Telephone _______________________________

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

Lifeeventsandleave@admin.cam.ac.uk
School of Arts & Humanities
School of the Biological Sciences
School of the Humanities & Social Sciences
School of the Physical Sciences
School of Technology
UAS
Non-School Institutions

cshrstaffhub@admin.cam.ac.uk
School of Clinical Medicine

HR Use

RTW Status (If Tier 2 or Tier 5: CHECK with Compliance before implementing)

Compliance: reported to UKVI if necessary (initials & date)