Employee informs their line manager of their pregnancy or the placement of an adopted child at the earliest opportunity. 

Not less than 28 days before the baby is due.

The earliest start date for Adoption Leave is 14 days before the expected date of placement. Employee can start leave from this date up until the placement date.

Employee completes a Adoption/ Maternity Leave Request Form.

The earliest start date for Maternity Leave is 11 weeks before the baby is due. Employee can start leave from this date up until the due date.

Employee sends Adoption/Maternity Leave Request Form and MATB1 Form or matching certificate or official notification (overseas adoption) to Line Manager and Head of School/Unit for authorisation.

Documentation passed to local HR team for processing.

Should employee change their intended start date, at least 28 days notice must be given to a line manager where practicable.

Employee receives letter confirming Adoption/Maternity Leave.

Should employee change their intended start date, at least 28 days notice must be given to a line manager where practicable.

Employee commences Adoption or Maternity Leave on agreed date stated on the Adoption/Maternity Leave Request Form.

Related Policies & Documents:
Maternity/Adoption Leave Policy
Maternity/Adoption Leave Request Form
Maternity/Adoption Leave Request Flow Chart - Fixed Term Contracts

Policy Area Lead: Jan Haliburton
Approved by: Staff Committee
Date of Approval: 23 January 2017
Date for Review: 23 January 2020