**Maternity / Adoption Leave**

**Return to Work Form**

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| Before completing this form, please read the UECS [Family Leave Policies](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff) document. |

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| You should download this form and save it on your computer before completing it. |

**Employee Details**

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| --- | --- | --- | --- |
| **Surname:** | Click to enter text | **Forename/s:** | Click to enter text |
| **Department:** | Click to Select | **Contact Telephone Number:** | Click to enter text |
| **Home Address:** | Click to enter text |

**Maternity / Adoption Leave Return Details**

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| * You should give at least 8 weeks’ notice of your intended return to work date.
* You should take all accrued annual leave before you return to work. People & Culture can confirm the amount of annual leave you have accrued.
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| **Child’s date of birth:** | Select Date … | **Child’s date of adoption:** | Select Date … |
| **Last date of Maternity / Adoption Leave** | Select Date … | **Return to work date (after taking accrued annual leave):** | Select Date … |

**Employee Signature**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print name:** | Click to enter text | **Date signed:** | Select Date …  |
| **Signature:** |  |
| * Sign the form by either typing your name or uploading a JPEG image of your signature.
* Save the completed form and send it by email to People & Culture.
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