*This declaration must be completed and signed by the employee taking maternity leave and attach a scanned copy to the online HR Request - Maternity Leave via* [*ServiceNow*](https://sotonproduction.service-now.com/soton/soton_main.do)

**EMPLOYEE DETAILS**

|  |  |
| --- | --- |
| Employee full name: |  |
| Employee number: |  |

**DECLARATION**

I accept the conditions set out in the University’s Maternity Policy:

<http://www.southampton.ac.uk/hr/services/maternity-leave/index.page>

*Please tick as appropriate:*

|  |  |
| --- | --- |
|  | I wish to takemy full contractual entitlement to maternity leave and pay if I qualify and undertake to return to work for a minimum period of 52 weeks after my maternity leave period. In the event that I do not return or give notice to leave my employment within this period, I understand and agree that the University may make deductions from my salary (or other payments owing to me) to recoup contractual maternity pay |
|  |
|  | I do not wish to declare whether or not I will be returning to work for a period of at least 52 weeks and, therefore, I wish to receive Statutory Maternity Pay only if I qualify |
|  |

Signed: ………………………………………………………………………………………………..

Dated: ………………….….……………………