

# Declaration for maternity leave

*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](#)*

**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 take my full contractual entitlement to maternity leave and pay. I understand I am required to return to work for a minimum period of 52 weeks. I understand and agree that the University may make deductions from my salary (or other payments owing to me) to recoup contractual maternity pay if I do not return for the full 52 weeks, regardless of my contract type, due to:

- a) resignation;
- b) dismissal for gross misconduct; or
- c) acceptance of Voluntary Redundancy, this is dependent on the Voluntary Redundancy Scheme in effect at the time (please see the Maternity Policy for more details).

I understand that if I am on a fixed term contract, I will not be expected to repay CMP if my contract expires during the 52 weeks or is not renewed or is renewed for less than 52 weeks following my period of maternity leave. CMP will only be paid whilst I am employed by the University. If my fixed term contract expires during my maternity leave, my CMP pay will cease on the date my employment ends.

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: .....