



Return to Work Early from Maternity Leave

If you would like to return to work before the end of your 52 weeks maximum maternity leave entitlement please complete this form, giving the University at least 8 weeks notice, and send it to:

**Human Resources
Bath Spa University
Newton Park
Newton St Loe
Bath
BA2 9BN**

Name:	
Department/School:	
Line Manager:	

I am giving you at least 8 weeks notice as I would like to return to work before the end of my maximum 52 weeks maternity leave entitlement.

I intend to return to work for pay purposes on: _____

If you work 52 weeks per year you will be required to take any accrued annual leave and bank holidays/University closure days before your first day back at work. HR will calculate what you have accrued and will write to let you know your actual physical return to work date. This is not applicable if you work term time only.

If you wish to make a flexible working request please send your request to your line manager and contact them to discuss. The flexible working policy can be found at <http://www.bathspa.ac.uk/services/hr/for-staff/work-life-balance/flexible-working-policy.asp>. Any amendment to contract will be dealt with separately.

Employee Signature:		Date:
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