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| **CLERGY MATERNITY LEAVE FORM***For notifying the HR Team of your Maternity leave.*Please return along with your MATB1 to humanresources@bristoldiocese.org *NB: Please submit this form to the HR Team no later than 15 weeks before the Expected Week of Childbirth (EWC) or as soon as practicable thereafter.* |
| **Name** | Click or tap here to enter text. |
| **Role** | Click or tap here to enter text. |
| **Start Date** *(in post – if less than 26 weeks before EWC please say what your previous role was)*  | Click or tap here to enter text. |
| **Parish / Context** | Click or tap here to enter text. |
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| **A – Maternity Leave dates** |
| My Expected Week of Childbirth (EWC)\**as stated on MATB1*  | Click or tap here to enter text. |
| I wish to commence my maternity leave\* on:*\*If baby arrives early, you can amend the dates of your leave.* | Click or tap here to enter text. |
| Do you anticipate taking 39 weeks (Ordinary) and Additional 13 weeks (unpaid)?  |
| [ ]  39 weeks [ ]  52 weeks [ ]  other (please state) Click or tap here to enter text. |
| Do you anticipate applying for your partner to take a portion of your leave as shared parental leave? [ ]  Yes [ ]  No [ ]  Not sure |
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| I am aware that I will accrue annual leave and bank holidays during my maternity leave, and I will inform my line manager (e.g. Archdeacon/ training incumbent) when I wish to take the leave [ ]  Yes  |

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| **B – Statutory Maternity forms – please save send to HR** |
| [ ]  I have enclosed/ sent the MATB1 issued by my health care provider  |
| [ ]  I will tell you the actual date of my baby’s birth so that you can confirm the date my Maternity Leave ends.  |
| [ ]  I will also confirm my intended date of return 28 days before I return if I intend to return before the end of the Ordinary Maternity Leave, or before the end of the Additional Maternity Leave. |
| Your signature:Click or tap here to enter text.*If sending electronically please type your name here and attach to an email sent from your email address.* | Date:Click or tap here to enter text. |

*Under the terms of the Data Protection Act, the information provided on this form will be held in confidence for the purpose of HR and Payroll Administration and no other purpose*

The Diocese of Bristol Maternity Policy is available [here](https://d3hgrlq6yacptf.cloudfront.net/5f3ecfb22c3ee/content/pages/documents/diocese-of-bristol-maternity-and-adoption-policy-1-1-dec-2024.pdf).

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| **Any other comments or questions**Click or tap here to enter text. |