

HR Self Service

Family Leave Notification Forms

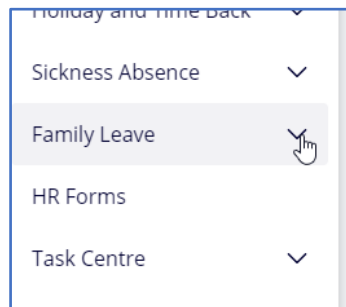
About Family Leave notification forms

The family leave forms in HR Self Service provide a fully online, automated, and secure way for employees to notify Human Resources about family related leave.

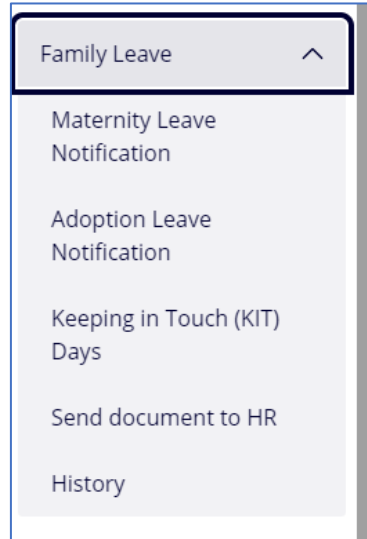
Using the maternity leave notification form as an example, this guide will show you the steps to submit a form and how to make changes to a form should it be returned to you.

Creating and submitting a form

Family leave forms are accessed by opening the 'Family Leave' menu within HR Self Service.



Here you will see the selection for forms that are currently available. Select the form you want to complete and a new blank form will open.



Select the form you want to complete, and a new blank form will open.

HR Self Service

Family Leave Notification Forms

Maternity Leave Notification

All employees are eligible for up to 52 weeks maternity leave irrespective of their length of service or hours of work. All employees must take a period of two weeks compulsory maternity leave directly following childbirth and cannot return to work during that period.

More information on maternity leave and pay can be found in the Maternity Leave Policy and FAQs and we recommend you read these prior to applying. To view the policy, please click the link button in the top right hand corner of this form. If you have any further questions, please contact hr.support@st-andrews.ac.uk.

Maternity Leave Details

Do you intend to return to work at the end of your maternity leave?

-- Select One --

If you are eligible for the University's enhanced maternity package, this is subject to you returning to work at the University after your maternity leave for a period of at least 3 months.

Have you received your MATB1 certificate from your doctor or midwife?

Clear Save for later Submit ✓

All you need to do now is complete the form with all the information it asks for. Depending on the form you are completing (Maternity Leave is being used as an example) some fields may be mandatory, but you should complete all the fields if possible.

When you have completed the form, click submit.

...y will then submit it to Human Resources to be

Save for later Submit ✓

If the form does not submit at this point, please check for any mandatory fields that have not been completed.

Do you intend to take your accrued annual leave immediately after your maternity leave?

-- Select One --

This is mandatory

This relates to the amount accrued during your maternity leave

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Once successfully submitted, the form will automatically go to Human Resources. For some forms, there may be a need for your line manager to see it before it goes to HR. If this is the case, the system will automatically notify your line manager and they will be able to review the form within HR Self Service

Forms that are returned to you.

Your line manager or Human Resources may return the form to you should they need additional information, or a change needs to be made. If this happens, you will receive an email to your university email address advising of this.

You can access the form to make any amendments by selecting 'History' within the 'Family Leave' menu.

Form History

Keyword Search

Date From

Date To

Event Filter

Status Filter

Results per page: Showing 3 results

Description	Event	Status	Raised Date	
Send document to HR	MyForms	✔ Authorised	30 Jul 2021	
Maternity Leave Notification	MyForms	✘ Rejected	30 Jul 2021	
Maternity Leave Notification	MyForms	✔ Authorised	5 Jul 2021	

Here you will see any forms you have submitted and their status. If a form has been returned to you, the status will be 'Rejected'. Access the form by clicking the underlined description.

You will now see the form that you submitted but in an un-editable state.

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⊗ Rejected

Authorisation Progress

Maternity Leave Details

Do you intend to return to work at the end of your maternity leave?

If you are eligible for the University's enhanced maternity package, this is

Maternity Leave Details

Declaration

[Download](#) [Delete](#) [Reopen](#)

To make changes to the form, click 'Reopen'. The status of the form will now change to 'Open' and you can make any change needed.

HR Self Service

Family Leave Notification Forms

Open

Maternity Leave Details

Do you intend to return to work at the end of your maternity leave?

Yes

If you are eligible for the University's enhanced maternity package, this is subject to you returning to work at the University after your maternity leave for a period of at least 3 months.

Have you received your MATB1 certificate from your doctor or midwife?

No

The MATB1, also known as a Maternity Certificate, is a form completed by your doctor or midwife and issued to you after 20 weeks of pregnancy.

If you do not provide a copy today, please forward one in due course using the 'Send document to HR' form as soon as you receive it from your doctor or midwife.

Maternity Leave Details

Declaration

Clear

Delete

Save for later

Submit ✓

Click 'Submit' to resubmit the form.