



Maternity Leave Return Form - Teachers

Data Protection Act 1998 we will only process personal data in order to respond to your Maternity Request, which will be treated confidentially. In general it will be used for administrative, monitoring and statistical purposes.

The original copy of this form must be returned to your Headteacher.

Headteacher: Please forward to the Finance Office

Employees: Please keep a copy for your records.

PERSONAL DETAILS:

Name			
Payroll Reference		Job Title	

DETAILS OF MATERNITY:

Date when you originally intended to return from your maternity leave	
Date of actual If this is different from your original intended date of return, have you discussed and agreed with your Headteacher?	

Employee signed Date

Headteacher signed Date