

Oracle Fusion

Employee Guide

How to apply for maternity and
adoption leave

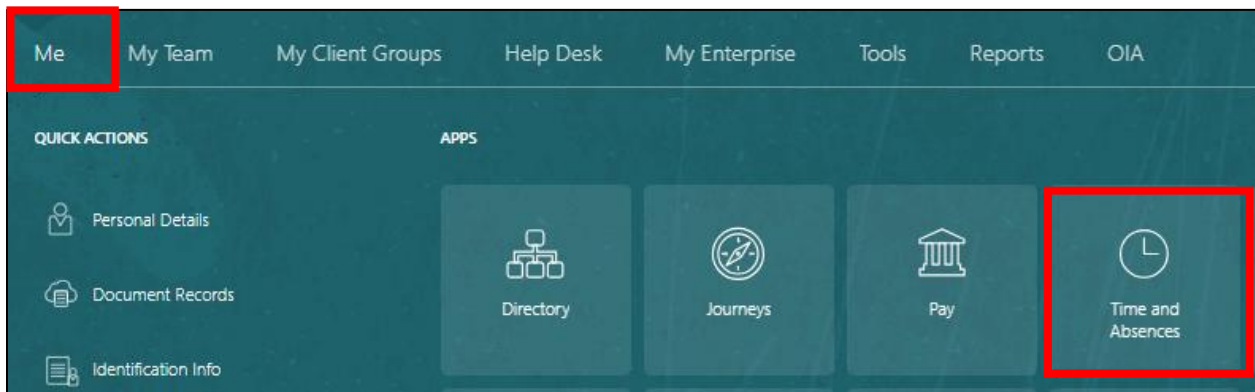


All pregnant women, irrespective of length of service and hours worked, are entitled to 52 weeks maternity leave. You don't have to take all 52 weeks leave, but you do have to take a minimum of 2 weeks after the baby is born.

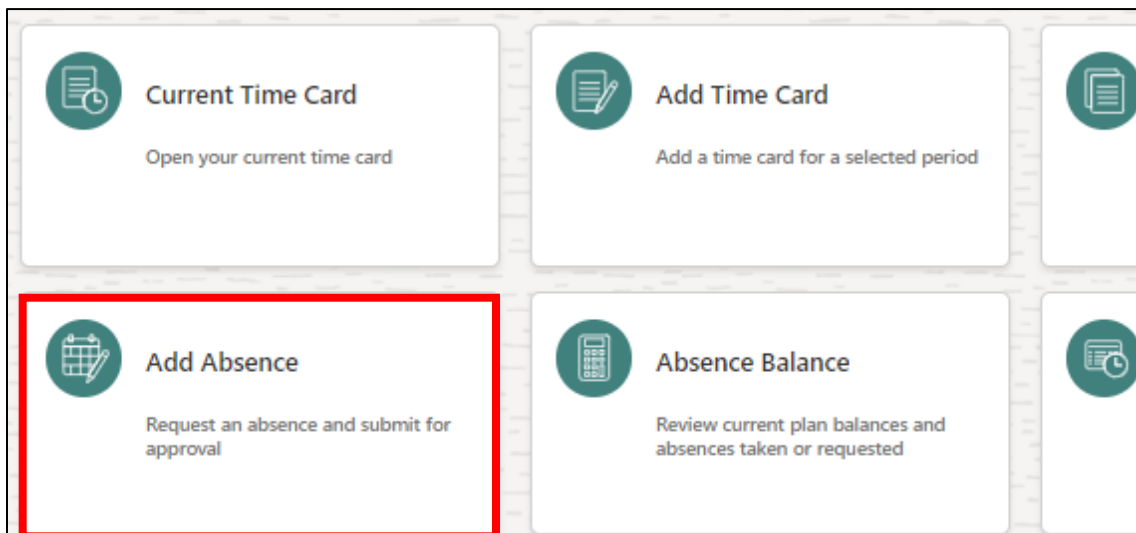
You must advise us in writing by completing the online application as detailed below by the first working day of the 15th week prior to the Expected Week of Childbirth (EWC) or as soon as reasonably practicable.

You will also need to attach a MatB1 form which is available from your registered medical practitioner or certified midwife. The MatB1 form confirms the Expected Week of Childbirth (EWC).

On the Home page click on the “Me” tab and then “Time and Absences”.



On the time and absence screen click on “Add Absence”.



Select “Maternity” or “Adoption” from the drop-down menu.

A screenshot of a web form showing a dropdown menu for selecting a leave type. The dropdown is open, displaying several options: "Adoption", "Annual Leave - Hours", "Banked Leave- Hours", "Maternity", and "Paternity Adoption". The "Adoption" and "Maternity" options are highlighted with red rectangular boxes. The dropdown arrow at the top right is also highlighted with a red box. The text "*Type" is visible to the left of the dropdown.

Enter the "Expected Date of Childbirth" from the MAT B1 form and the "Actual Start and End Date" of your leave.

Please note: If you do not intend to return to work you must check the box (Green box)


A screenshot of the "When" section of a leave form. The form includes several date fields and a checkbox. The "Expected Date of Childbirth" field contains "29-Jul-2024" and is highlighted with a red box. The "Actual Start Date" field contains "15-Jul-2024" and is highlighted with a red box. The "Actual End Date" field contains "14-Jul-2025" and is highlighted with a red box. A checkbox labeled "Won't return to work" is highlighted with a green box. The "Actual Duration" is displayed as "365 Calendar Days". The "Actual Date of Childbirth" field is empty and contains the placeholder "dd-mmm-yyyy".

Scroll down to "Attachments" click the drop-down arrow and select "Add File".

Comments and Attachments

Comments

Attachments



Drag files here or click to [add attachment](#) ▼

Add File

Add Link

Attach your MAT B1 form or Matching Certificate for Adoption leave. Leave cannot be authorised without this evidence.

Once your attachment has been uploaded, please click “Submit”.

Save and Close
Submit

*Type Maternity ▼

hen

<p>Expected Date of Childbirth</p> <input type="text" value="29-Jul-2024"/>	<p>Actual Start Date</p> <input type="text" value="15-Jul-2024"/>
<p>Expected Week of Childbirth</p> <input type="text" value="28-Jul-2024"/>	<p>Actual End Date</p> <input type="text" value="14-Jul-2025"/>
<p><input type="checkbox"/> Won't return to work</p>	<p>Actual Duration</p> <p>365 Calendar Days</p>
<p>Actual Date of Childbirth</p> <input type="text" value="dd-mmm-yyyy"/>	


etails

Special Conditions

omments and Attachments

Comments

Attachments



Drag files here or click to [add attachment](#) ▼

test letter.docx (12.88 KB) ↓

By Stephanie McGuire on 03-Jun-2024

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk