

# HR & OD POLICIES

human resources and organisational development

## RESOURCE PACK

### Maternity Leave

#### FORMS

##### [Notification of Pregnancy MAT1](#)

Form to be completed by Local Government Employees when notifying of pregnancy.

##### [Application for Maternity Leave MAT2](#)

Form to be completed by Local Government Employees when applying for maternity leave.

##### [Notification of Intended Return to Work MAT3](#)

Form to be completed by Local Government Employees when notifying of return to work.

##### [Notification of Pregnancy MAT1TEACH](#)

Form to be completed by Teaching Employees when notifying of pregnancy.

##### [Application for Maternity Leave MAT2TEACH](#)

Form to be completed by Teaching Employees when applying for maternity leave.

##### [Notification of Intended Return to Work MAT3TEACH](#)

Form to be completed by Teaching Employees when notifying of return to work.

##### [Risk Assessment Form](#)

Form to be completed by line managers/head teachers with the employee

#### FACT SHEETS

##### [Family Friendly](#)

Information on Policies and Procedures (Local Government Employees).

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### [Job Share](#)

Information on Job Share Scheme and Application Form (Teaching Staff Only).

### [Keeping in Touch Days](#)

Information on Keeping in Touch Days during Maternity Leave.

### [Requests to Breast Feed](#)

Information on how to manage requests to breast feed in the workplace