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**Informatics Graduate School**

**Application form for Paid Maternity / Adoption Leave**

**This application for Maternity / Adoption should be completed and submitted with your Authorised Interruption of Studies (AIS) form. Please the forms along with your supporting evidence to the** **IGS@inf.ed.ac.uk** **at least six weeks in advance of the planned AIS start date.**

Stipend payments will not be paid until IGS is in receipt of all the required information. It is the student’s responsibility to ensure this form is completed and submitted with the supporting evidence and the Authorised Interruption of Studies (AIS) request prior to the period of leave commencing.

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| **UUN** |  |
| **Surname** |  |
| **Forename** |  |
| **University email address** |  |
| **Programme of study** |  |
| **Name of primary Supervisor** |  |
| **Please select your current stipend funding source:** | UKRI funded [ ] EPSRC (DTP/iCASE/CASE) funded [ ] School of Informatics funded [ ] Other School funded [ ] Industry funded [ ] Other [ ] I don’t know [ ] *If you are unsure of the source of your stipend funding, or eligibility, please email* *IGS@inf.ed.ac.uk* *for help.*  |
| **End of current funded period** | *If you are unsure of your current funding end date, please email* *IGS@inf.ed.ac.uk* *for help.* |
| **Maternity/adoption leave**I expect my maternity leave to commence the week beginning ……………………………………………………………..and I enclose a copy of the form MATB1, or evidence of placement of a child for adoption. |
| I wish to apply for paid maternity leave with a full stipend for the period from: ……………………………………..…… to ……………………………………….. (a maximum of 26 weeks paid leave is allowed) |
| I then wish to apply for paid maternity leave at a pay level commensurate with employee entitlements to Statutory Maternity Pay from ……………………………………...to………………………………………… (a maximum of 13 weeks paid leave is allowed at a current rate SMP rate) |
| I then wish to apply for additional unpaid maternity leave with no payments for the period from …………………………………….…….. to ………….………………………………. (a maximum of 13 weeks unpaid leave is allowed). |
| I intend to return to my studies on …………………………………….………….. and undertake to complete my award and submit my thesis. I understand that my programme end dates will be amended in EUCLID to reflect the period of approved AIS. |
| **Declaration**[ ] I confirm that I have spoken to my supervisor (and where applicable, my CDT Director) and they are aware of this request and my need for an Authorised Interruption to Study (AIS)[ ]  I confirm that I agree to repay any full maintenance grant paid to me in respect of the period of maternity / adoption leave should I fail to return to my studies for a minimum of 12 weeks once the period of maternity / adoption leave has finished.**I understand:** [ ]  That an application for Maternity Leave/Adoption Leave must be submitted at least six weeks in advance of when the leave is due to be taken. Maternity/Adoption cannot be applied for retrospectively or backdated (excluding exceptional circumstance i.e. premature birth of the child that make this impossible).[ ]  That an application for Maternity/Adoption should be completed and submitted with an Authorised Interruption of Studies (AIS) request and the required, acceptable evidence. Both the AIS and application form for Maternity/Adaption leave forms need to be completed and submitted to the IGS in order for the paid leave to be processed.**Signature:** *Electronic signatures will only be accepted where the required forms/evidence is sent to the IGS from your University email address.* **Date:**  |

***Privacy notice:*** *The data on this form will be used to verify your identity and used to process your claimed period of absence. It will be held securely for the duration of your studies. We will send you the outcome of the request to your University of Edinburgh email account only (we will not communicate via personal email addresses). We will store the fact that you have requested this period of leave to ensure our records are correct. We will not use the data for any other purpose.*

*The University of Edinburgh is the Data Controller of any information you have entered on this form and is committed to protecting the rights of individuals in line with Data Protection Legislation. The University’s Data Protection webpages provide further information on your rights and how the University processes personal data*

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| For IGS office use only |

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| Date request received |  |
| Lead administrator overseeing the request |  |
| Confirm details of request added to the IGS tracker |  |

**Eligibility check**

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| Confirmation of stipend funding source(s) |  |
| Confirmation of stipend funding end date (at point request is submitted) |  |
| Confirmation the student is eligible (i.e. the student is eligible to receive paid maternity / adoption leave) | Yes / No*If no, email the student with explanation and proceed with AIS request only.*  |

**AIS approval**

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| DD-IGS has approved the AIS |  |
| College has approved the AIS & processed in EUCLID |  |

**Budget holder approval**

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| Budget holder / approver of funding source(s) |  |
| Paid leave period (date to date) |  |
| Funding extension period (date to date) |  |
| Budget holder has approved the payment of maternity / adoption pay, including the required funding extension. |  |

**Admin tasks**

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| Student informed by IGS that AIS and paid leave has been approved. |  |
| IGS Finance administrator informed; adjustments to payment schedule requested; Theon updated; IGS tracker updated and student emailed. |  |
| CDT Finance administrator informed (if applicable) |  |
| JeS updated (where applicable) by CDT admin or IGS Admin.  |  |