Payroll Use Only - Employee Number

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| --- | --- | --- | --- | --- | --- |
| **MP’s Name** | CAPITAL LETTERS |  | **Constituency** |  | CAPITAL LETTERS |

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* Please try to provide full answers to the questions.
* Please attached a copy of your MATB1 form
* Please keep a copy of this form for your records.
* To qualify for statutory maternity leave you need to notify your line manager / MP no later than the end of the 15th week before the expected week of childbirth (EWC) (unless this is not reasonably practicable, in which case notification should take place as soon as is reasonably practicable).
* You do not need to state whether you wish to take Additional Maternity Leave because it is assumed that you will take your full 52-week entitlement to leave.

Employee details

|  |  |
| --- | --- |
| First Name |  |
| Last name |  |
| Your home address |  |
| Contact email address |  |
| Contact telephone number |  |

Declarations

|  |  |
| --- | --- |
| My expected week of confinement will start on |  |
| I intend to start my maternity leave on(NB this date cannot be earlier than the beginning of the 11th week before the EWC) |  |
| I intend to return to work from my maternity leave on |  |

I declare that I am pregnant and that I have provided a copy of my MATB1 form as evidence of pregnancy.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please email this signed form to payroll@theipsa.org.uk**

**Alternatively please send it to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW.**

**If you have any questions about completing this form, please call 020 7811 6400 / Option 2**

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| --- |
| **Data Protection** IPSA collects and processes personal information about you to exercise its statutory functions, to provide you with the services you have requested and where it is in our legitimate interests to do so. We will only use the information you provide on this form for the purposes set in the form and in any relevant related guidance to provide you with the services you have requested, to exercise our statutory functions or where we are otherwise required by law.  We may disclose information to third parties where it is fair and lawful to do so, while respecting your privacy rights. Information about how we use and protect your personal information, and your data protection rights is set out in the IPSA Privacy Notice available on our [website](https://www.theipsa.org.uk/about-us/privacy/). You can contact us by email to privacyrights@theipsa.org.uk or by post to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW.**Freedom of Information**Information held by IPSA may be disclosable under the Freedom of Information Act 2000. Information about the Act for MPs and their staff is available on the IPSA [website](https://www.theipsa.org.uk/ipsa-for-mps/guidance/ipsa-and-the-freedom-of-information-act/). |

**Payroll use only**

**Keyed by *X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checked by *X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**