**APPLICATION TO THE CONTINGENCY FUND: MP PARENTAL LEAVE COVER**

IPSA will pre-approve applications for staff cover during an MP’s parental leave.

You may choose to arrange cover by amending existing staff job roles and/or hours or by employing a new member of staff.

The Scheme of MPs’ Business Costs and Expenses requires that MPs’ staff must only be employed to do work which complies with one or more of the IPSA job descriptions and that their salary is within the relevant range for the job description in question. Please fill out the form below providing details about the cover you have chosen.

Please also provide a MATB1 form or a ‘matching certificate’ from a registered adoption agency.

Please send the completed form to contingencypayments@theipsa.org.uk. Once completed we will be able to advise on the next steps regarding the contract(s) of employment. If you would like any advice before completing the form, please contact IPSA’s Director of Regulation and Insight.

**Name of MP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Adjust the role/hours/salary of a current member of staff

(Please outline these adjustments stating: the staff member’s name, new contractual hours and any changes in salary or job role and the duration of the change)

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1. Hire a new member of staff

(Please state: their expected start date, length of contract, job title and salary)

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I have attached a MAT B1 form or Matching Certificate

**Signature of MP (required): Date (required):**