**CHANGE TO MATERNITY LEAVE ARRANGEMENTS**

(To be completed by HR and uploaded to MyERP for communication to Payroll)

|  |  |
| --- | --- |
| **Resource ID:** | Click here to enter text. |
| **Name:** | Click here to enter text. |
|  |  |
| **Baby Due Date:** | Enter date. |
| **Date Baby Born (if known):** | Enter date. |
|  |  |
| **Original Maternity Leave Start Date:** | Enter date. |
| **New Maternity Leave Start Date:** | Enter date. |
|  |  |
| **Original Maternity Leave End Date:** | Enter date. |
| **New Maternity Leave End Date:** | Enter date. |
|  |  |
| **Is there a change to the original maternity pay option selected?** | [ ]  Yes | [ ]  No |
| **If so, what is the new maternity pay option?** | Click here to enter text. |
|  |  |
| **Additional comments or changes:** | Click here to enter text. |
| **HR Adviser name:** | Click here to enter text. |
| **Date:** | Enter date. |