

NHS Blood and Transplant

Guidance for completion and submission of;

ESR-FRM-117, ESR-FRM-118 and ESR-FRM-119

Maternity/Adoption Leave notification

Effective 1st August 2009

Updated 1st April 2012

Updated 23rd November 2012

Updated 31st December 2015

1.0 Introduction

This guidance details the processes and forms relating to reporting of maternity and adoption leave. This guidance supports the NHSBT Maternity Policy, which can be found on the HR Operations intranet pages.

NHSBT has a statutory obligation to ensure that payments of Statutory Maternity Pay are correctly administered and this can only happen when managers report accurate and timely maternity leave details.

2.0 Notification form

There are 3 notification forms used for reporting maternity and adoption leave. The forms are ESR-FRM-117, ESR-FRM-118 and ESR-FRM-119.

3.0 Form completion

ESR-FRM-117 Notification of Commencement of Maternity /Adoption Leave

✓ Maternity/Adoption commenced.

Complete employee information, expected and actual dates and your details electronically and submit by e-mail to NHS SBS Payroll Department (to SBS-S.nhsbt@nhs.net).

ESR-FRM-118 – Notification of KIT (Keep in Touch) days for payment

✓ KIT days have been worked.

Complete employee details, kit days worked and your details electronically and submit by e-mail to NHS SBS Payroll Department (to SBS-S.nhsbt@nhs.net).

ESR-FRM-119– Notification return to work

✓ Employee has returned to work.

Complete employee details, return to work information and your details electronically and submit by e-mail to NHSBT Pay Support (to [NHSBT Pay Support – changes](#))

Remember that the return date following maternity leave should be the beginning of the week if a full week is being worked and cannot be more than 52 weeks (which is not quite a full year) after the leave commenced. Further information is available in the NHSBT policy.

4.0 General

Please save a copy of the notification forms on your own local drive, this way you will be able to use the notification forms to have a complete picture of the leave, start date, KIT days worked and return to work.

5.0 Helpline and more advice

If you require any advice about the notification process or further clarification of the completion of this form please contact the NHS SBS helpdesk.

By phone on;

 0303 123 1144

By Webform to;

<https://www.sbs.nhs.uk/employment-services/employment-services-desk>

Queries relating to the payment of maternity or adoption leave should be raised via the SBS helpdesk. Advice about the application of the Maternity Policy is available from Human Resources.