



**APPLICATION FOR
MATERNITY LEAVE-
HEAD OFFICE**





- **Reasons why the checklist is required.**

When applying for Maternity leave, it is important that all information is completed in full before submitting it to the relevant Managers or Head office to ensure that accurate records are kept for all employees.

- **Important information regarding Maternity leave**

1. The employee will be required to inform Head Office as soon as possible of the pregnancy.
2. Written notice needs to be sent to Head office at least twelve weeks before the date the employee intends on starting maternity leave. This notice needs to include the date maternity leave will start & the date the employee intends to return to work.
3. A medical certificate will be required from a registered medical practitioner stating the date the employee must start maternity leave & the date the employee can return to work.
4. The employee is entitled to start maternity leave four weeks before the expected date of birth but may work up until two weeks, provided the medical practitioner approves.
5. The employee is entitled to return to work six weeks after the actual birth date but may return to work on an earlier date, not within four weeks of the actual birth, provided the medical practitioner approves.

- **Unemployment insurance fund**

Maternity leave is considered unpaid leave and therefore the employer is not liable to pay the employee any remuneration during this period.

An employee may claim from the Unemployment Insurance Fund during this period of unpaid leave.

- **Miscarriage/Stillbirth**

Should the employee experience a miscarriage during the third trimester of pregnancy or bear a stillborn child, the employee will be entitled to six weeks maternity leave from the date of occurrence, whether or not maternity leave had commenced.



- **Submission of Maternity leave forms**

Please submit all approved Sick leave forms to the below head office representative:

Pamela Hove <Phove@ccholdings.co.za>

