



**Maternity Leave Application Form**

To be completed by the employee and approved by Human Resources.

**Name of Employee:** \_\_\_\_\_

**Employee no:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**1. Dates of Maternity Leave**

My expected due date is: \_\_\_\_\_

	<b><u>Date</u></b>
<b>Paid maternity Leave - 26 weeks</b>	
Start date	
End date	
<b>Unpaid Additional Maternity Leave - up to 16 weeks</b>	
Are you taking unpaid Additional Maternity Leave; Yes or No?	
Start date	
End date	
<b>Unpaid Parents Leave - 2weeks</b>	
Are you taking Unpaid Parents Leave; Yes or No?	
Start date	
End date	
<b>Holiday Accrual</b>	
Number of Annual Leave Days/Hours inc Bank Holidays Accrued while on Maternity Leave	
Start date of paid holiday leave	
End date of paid holiday leave	
Return to Work Date	

If you are undecided in relation to your unpaid leave and annual leave prior to your leave please remember you must inform VMware at least four weeks before your standard maternity leave (26 weeks) expires of your intention to take additional unpaid maternity leave, unpaid parents leave or annual leave by emailing HRSourceEMEA <HRSourceEMEA@vmware.com>, otherwise we will take it you will return to work at the end of your 26 weeks.

## **2. VMware's Maternity Policy**

By signing this form, I confirm I have read and understood the VMware Ireland Maternity Leave Policy.

## **3. Confirmation of Pregnancy**

Please attach your medical certificate to confirm your due date.

## **4. Returning to Work**

You must also notify HR in writing at least 4 weeks in advance of your intention to return to work even if you confirmed your return to work date prior to beginning Maternity Leave. Please send an email to HRSourceEMEA [HRSourceEMEA@vmware.com](mailto:HRSourceEMEA@vmware.com) to give notice of return to work date and cc your manager.

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

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_