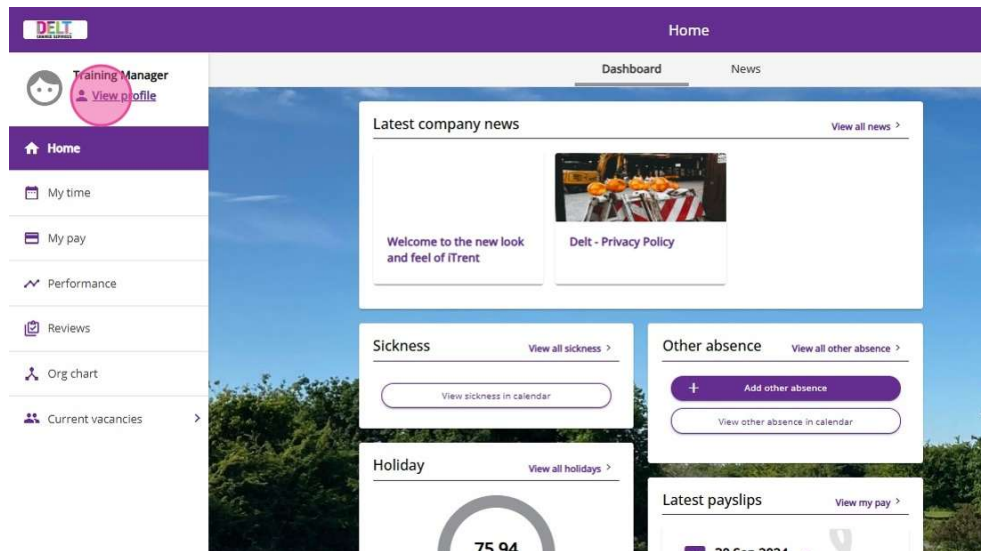


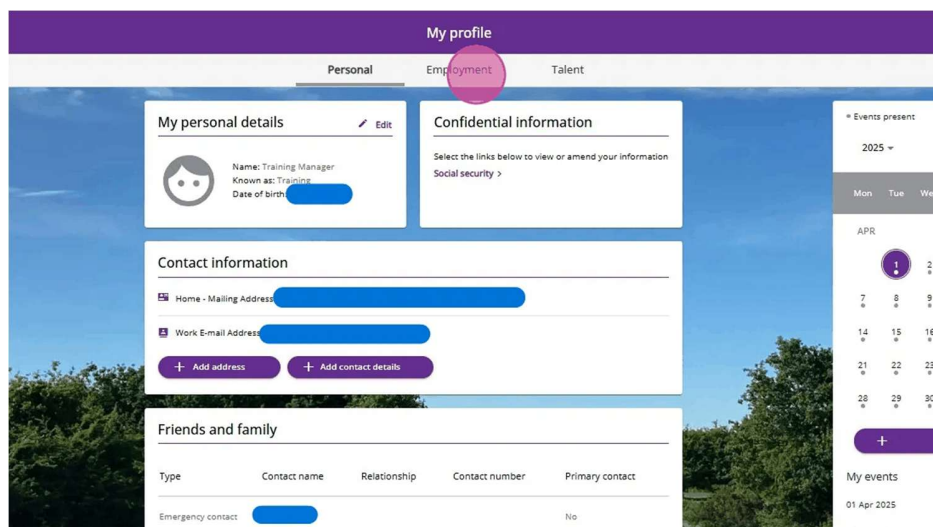
Employee Guide - Completing Requests and Surveys

This guide follows the process of submitting requests. It outlines the step-by-step procedure to access forms, fill them out accurately, and track submission status. By following this guide, employees can ensure they meet all requirements efficiently, reducing confusion and potential delays in their requests.

1. Access your employee dashboard and click **"View Profile"** to locate available requests and surveys.



2. In the top navigation bar, select **"Employment"**.



3. Scroll down until you see the **Requests and Surveys** section. Here, you will find relevant forms for submission.

This guide will walk through submitting an **Employee Request for Maternity Leave**. The process applies to all requests, though specific questions may vary.

Click on the appropriate form to open it.

Template name: All

Start date (dd/mm/yyyy): 02/04/2024

End date (dd/mm/yyyy): 01/04/2025

Search Clear search

No correspondence details have been added yet

Requests & surveys

All New **Current** In Progress Completed

Title	Due date	Position(s)	Status
DLT: Employee Request for Paternity Leave and Pay		Learning and Organisation Development Coordinator	New
DLT: Flexible working request form		Learning and Organisation Development Coordinator	New
DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY		Learning and Organisation Development Coordinator	New

Back to the top

4. Review the introduction to understand the request. Click **"Start"** when you're ready to begin.

Summary

EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY

< Back to Employment

DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY

DELT
SHARED SERVICES

The purpose of this form is for a DELT Employee to request maternity leave and pay.

When you receive your MATB1 certificate from your doctor or midwife, complete this form and send it to Delt HR with your MATB1 certificate in accordance with the correct notification period (please refer to the Maternity Policy).

Upon completion and submission of this form, a confirmation will be sent to your line manager, HR and Payroll.

Start Cancel

5. Fill in all required fields, including:

- **Line Manager's Name**
- **Line Manager's Role**
- **Maternity Leave Details**

Use drop-down menus where applicable and select dates using the calendar tool.

EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY

DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY (1 of 1)

Employee Details

Name	Training Manager
Surname	Manager
Payroll Number	72141201
Job title	Learning and Organisation Development Coordinator

*Line Manager Name (required)
Susan Smith

*Line Manager Role (required)
HR Manager

Maternity Details

IT IS IN YOUR INTEREST TO ADVISE OF YOUR MATERNITY LEAVE START DATE AS SOON AS POSSIBLE, BUT YOU MUST NOTIFY HR BY THE 15th WEEK BEFORE THE BABY IS DUE, AT THE LATEST.

Are you in receipt of any benefits? (if yes, please give details below)
No

*When do you intend to start your maternity leave? (dd/mm/yyyy) (required)
30/04/2025

*What date is your baby due? (dd/mm/yyyy) (required)
30/01/2026

*Are you intending to share your Statutory Maternity Leave and Pay with the child's father/your partner so that they can claim Additional Paternity Leave and Pay when you return to work? (required)
Yes

6. If necessary, enter any additional comments in the provided section.
Once you have reviewed all the details, click **"Save"** to store your progress.

DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY (2 of 2)

IT IS IN YOUR INTEREST TO ADVISE OF YOUR MATERNITY LEAVE START DATE AS SOON AS POSSIBLE, BUT YOU MUST NOTIFY HR BY THE 15th WEEK BEFORE THE BABY IS DUE, AT THE LATEST.

Are you in receipt of any benefits? (if yes, please give details below)
No

*When do you intend to start your maternity leave? (dd/mm/yyyy) (required)
30/04/2025

*What date is your baby due? (dd/mm/yyyy) (required)
30/01/2026

*Are you intending to share your Statutory Maternity Leave and Pay with the child's father/your partner so that they can claim Additional Paternity Leave and Pay when you return to work? (required)
Yes

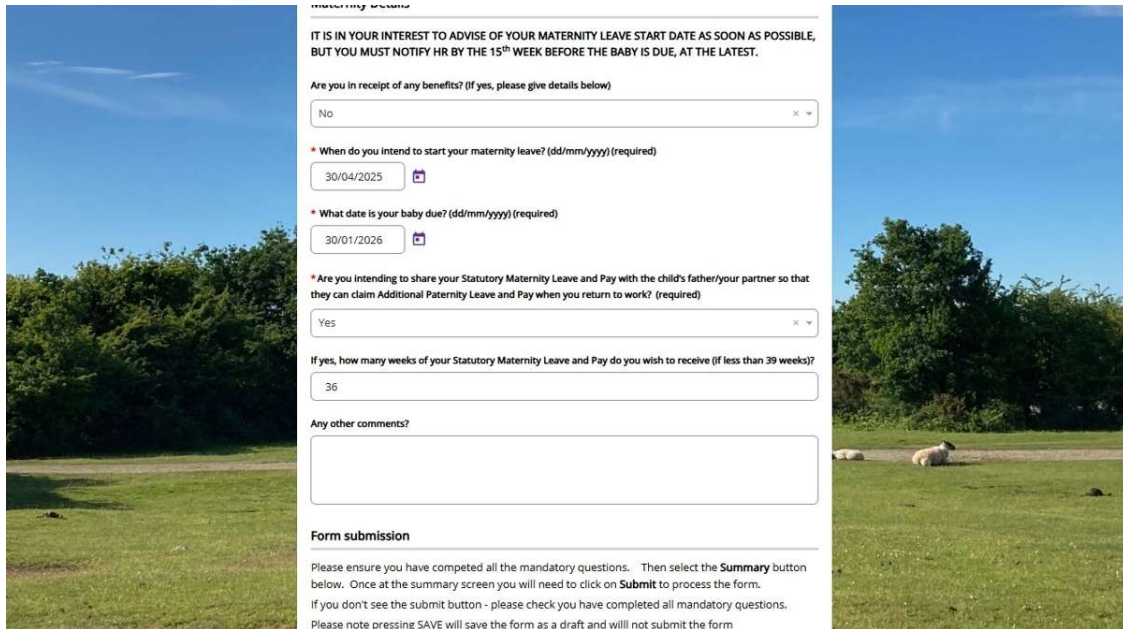
If yes, how many weeks of your Statutory Maternity Leave and Pay do you wish to receive (if less than 39 weeks)?
36

Any other comments?

Form submission

Please ensure you have completed all the mandatory questions. Then select the **Summary** button below. Once at the summary screen you will need to click on **Submit** to process the form. If you don't see the submit button - please check you have completed all mandatory questions. Please note pressing **SAVE** will save the form as a draft and will not submit the form.

7. After saving, the page will refresh.
Click **"Submit"** to officially send your request.



maternity leave

IT IS IN YOUR INTEREST TO ADVISE OF YOUR MATERNITY LEAVE START DATE AS SOON AS POSSIBLE, BUT YOU MUST NOTIFY HR BY THE 15TH WEEK BEFORE THE BABY IS DUE, AT THE LATEST.

Are you in receipt of any benefits? (If yes, please give details below)

No

* When do you intend to start your maternity leave? (dd/mm/yyyy) (required)

30/04/2025

* What date is your baby due? (dd/mm/yyyy) (required)

30/01/2026

* Are you intending to share your Statutory Maternity Leave and Pay with the child's father/your partner so that they can claim Additional Paternity Leave and Pay when you return to work? (required)

Yes

If yes, how many weeks of your Statutory Maternity Leave and Pay do you wish to receive (if less than 39 weeks)?

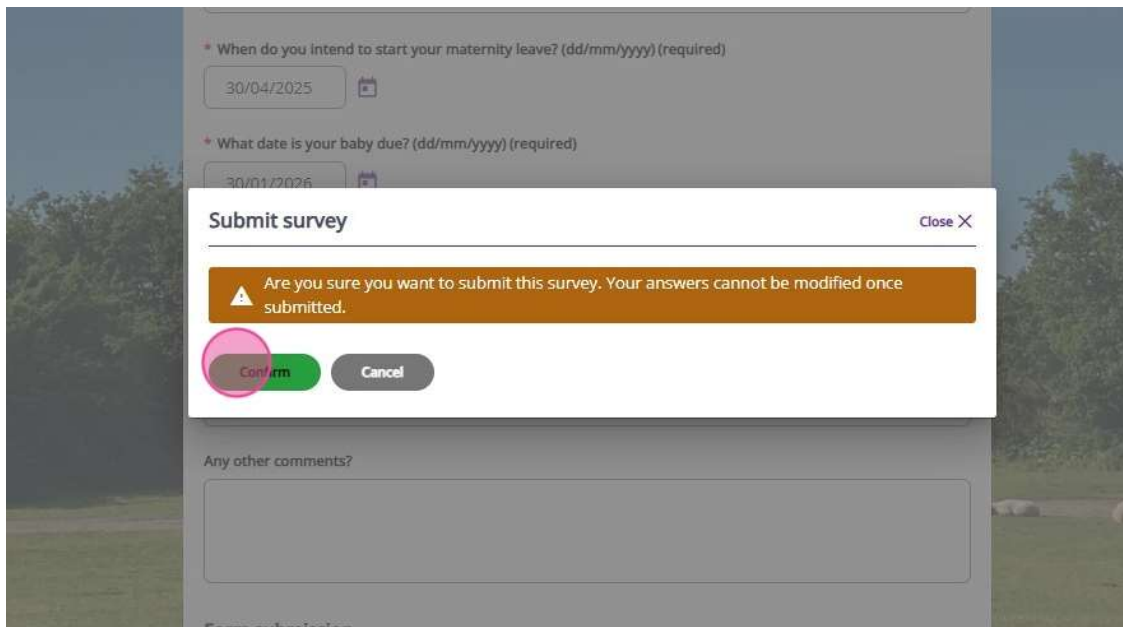
36

Any other comments?

Form submission

Please ensure you have completed all the mandatory questions. Then select the **Summary** button below. Once at the summary screen you will need to click on **Submit** to process the form. If you don't see the submit button - please check you have completed all mandatory questions. Please note pressing **SAVE** will save the form as a draft and will not submit the form

8. A confirmation pop-up will appear.
Click **"Confirm"** to proceed or **"Cancel"** to make further changes.



Submit survey

Close X

Are you sure you want to submit this survey. Your answers cannot be modified once submitted.

Confirm Cancel

Any other comments?

Form submission

9. After submitting, you will see a message stating:
"Survey has been successfully submitted."



The screenshot shows a web interface for submitting a maternity leave request. On the left is a purple sidebar with a 'REQUEST MATERNITY LEAVE' button and a checkmark icon. The main content area has a 'Back to Employment' link at the top. Below it is the title 'DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY (1 of 1)'. A green banner displays the message 'Survey has been successfully submitted.' with an information icon. Under the 'Employee Details' section, a table lists the employee's information: Name (Training), Surname (Manager), Payroll Number (72141201), and Job title (Learning and Organisation Development Coordinator). Below this, there are two required fields: '* Line Manager Name (required)' with the value 'Susan Smith' and '* Line Manager Role (required)' with the value 'HR Manager'.

Back to Employment

DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY (1 of 1)

Survey has been successfully submitted.

Employee Details

Name	Training
Surname	Manager
Payroll Number	72141201
Job title	Learning and Organisation Development Coordinator

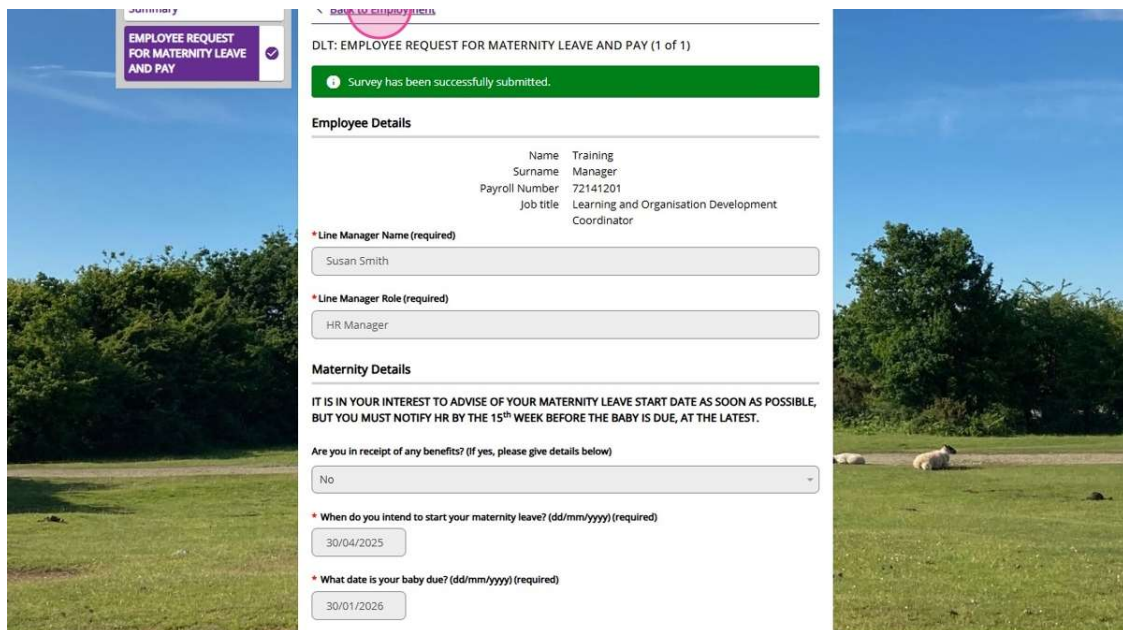
* Line Manager Name (required)

Susan Smith

* Line Manager Role (required)

HR Manager

10. To check the status of your request, return to the **Employment** section.



This screenshot shows the same web interface as the previous one, but with additional sections visible. Below the 'Employee Details' section is the 'Maternity Details' section. It contains a message: 'IT IS IN YOUR INTEREST TO ADVISE OF YOUR MATERNITY LEAVE START DATE AS SOON AS POSSIBLE, BUT YOU MUST NOTIFY HR BY THE 15th WEEK BEFORE THE BABY IS DUE, AT THE LATEST.' Below this is a question: 'Are you in receipt of any benefits? (If yes, please give details below)' with a dropdown menu showing 'No'. There are two more required fields: '* When do you intend to start your maternity leave? (dd/mm/yyyy) (required)' with the value '30/04/2025' and '* What date is your baby due? (dd/mm/yyyy) (required)' with the value '30/01/2026'.

EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY

DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY (1 of 1)

Survey has been successfully submitted.

Employee Details

Name	Training
Surname	Manager
Payroll Number	72141201
Job title	Learning and Organisation Development Coordinator

* Line Manager Name (required)

Susan Smith

* Line Manager Role (required)

HR Manager

Maternity Details

IT IS IN YOUR INTEREST TO ADVISE OF YOUR MATERNITY LEAVE START DATE AS SOON AS POSSIBLE, BUT YOU MUST NOTIFY HR BY THE 15th WEEK BEFORE THE BABY IS DUE, AT THE LATEST.

Are you in receipt of any benefits? (If yes, please give details below)

No

* When do you intend to start your maternity leave? (dd/mm/yyyy) (required)

30/04/2025

* What date is your baby due? (dd/mm/yyyy) (required)

30/01/2026

11. Scroll down to **Requests and Surveys**, and locate your request under **"Completed"**.

No Visa details have been added yet

[+ Add visa details](#)

My correspondence

All

02/04/2024

01/04/2025

[Search](#) [Clear search](#)

No correspondence details have been added yet

Requests & surveys

[All](#) [New](#) [Current](#) [In Progress](#) [Completed](#)

12. Here, you can view your completed and submitted requests or surveys. While edits are not possible, you can click to review the details.

Services

Reviews

Org chart

Current vacancies >

No Visa details have been added yet

[+ Add visa details](#)

My correspondence

All

02/04/2024

01/04/2025

[Search](#) [Clear search](#)

No correspondence details have been added yet

Requests & surveys

[All](#) [New](#) [Current](#) [In Progress](#) [Completed](#)

Title	Due date	Position(s)	Status
DLT: EMPLOYEE REQUEST FOR MATERNITY LEAVE AND PAY		Learning and Organisation Development Coordinator	Completed

[↑ Back to the top](#)