

### **Procedure for the Recruitment of Maternity Cover**

1. Departments should consider whether there is scope to cover maternity leave using existing staff resources.
2. Where this is not possible, a Staff Request Form (SRF) for maternity leave cover should be submitted via Vacancy Manager in the usual way for approval. There is no requirement for the request to come to SMG first.
3. Maternity leave cover requests should normally be for up to an initial 6-month period (with renewal for a further period if required).
4. If cover for a longer duration is proposed from the outset, the rationale for this should be included when submitting the SRF form and associated documentation. This might, for example, be the case for specialist roles for which the recruitment market is such that a contract for a shorter period would not attract suitable applicants. Where approval for a 12-month appointment is requested, the following conditions apply:
  - a) the member of staff requesting the maternity leave has stated the intention to be off for the full 12 months;
  - b) in the case of an earlier return to work, the contract of the temporary replacement will be terminated as soon as possible unless:
    - i. (s)he can be re-deployed to cover another maternity leave which has arisen in the meantime, or
    - ii. additional income will be generated by the individual sufficient to cover the salary cost for the remainder of the contract term.
5. The cost code to charge should be the usual departmental code.
6. At the financial approval stage, Finance will arrange for a budget equivalent to the net additional cost of the post to be transferred to the relevant departmental budget from the central budget held for maternity leave cover.
7. This process ensures that:
  - a) the cost is recorded correctly i.e. in the relevant department but;
  - b) the department does not have to make savings from elsewhere to cover this.