

APPLICATION TO VARY MATERNITY LEAVE

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

I am currently on a period of approved full time maternity leave, having commenced this leave on 10 Nov 2003.

I would like to notify that I have now given birth for this pregnancy. The actual date of birth was 18 Dec 2003.

I would like to vary my approved date of return from full time Maternity Leave. My previous approved date of return was 15 Jun 2004. I now wish to apply to return to work on 13 Jul 2004.

My current approved return to work arrangement is as follows:

Weekday	Number of hours
Monday	full time
Tuesday	full time
Wednesday	full time
Thursday	full time
Friday	full time

I propose to change my approved return to work arrangement as follows:

Weekday	Number of hours
Monday	0 hours
Tuesday	7 hours
Wednesday	7 hours
Thursday	0 hours
Friday	0 hours
Total per week	14 hours

Please contact me on Example No to discuss my request if necessary.

(Signature)

Example Name, 2 Feb 2004
 Example Street
 Example Suburb Example State