

MATERNITY LEAVE APPLICATION

Included:

Introduction

Maternity Leave Application Tips

Sample Maternity Leave Application

Maternity Leave Application Template

Introduction

A maternity leave application is written by an expectant mother to get approval for leave for her baby's delivery. To keep the letter short, informative and concise, the applicant should furnish information regarding due date of delivery and the duration of maternity leave she wishes to avail. She should also mention that she might request permission to avail other leave like annual leave along with maternity leave if required.

Maternity Leave Application Tips

Here are some useful tips for writing Maternity Leave Letter:

- Begin by requesting grant of maternity leave. Specify date of delivery and duration of leave required.
- State valid reason if you are availing maternity leave in advance.
- Mention name of colleague who will handle your work in this period.
- End by giving tentative date of resuming work and inform that you might request for more leave in advance if required.

Sample Maternity Leave Application

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Maternity leave

Dear Mr. Clair,

As I have mentioned earlier, the due date for delivery of my baby is 10May2013. I request permission to avail eight weeks maternity leave with effect from 28April2013.

I have to prepare for the baby's home-coming and also make suitable arrangements for employing a caretaker for my three-year old son since I will be tied up for a while post-delivery.

As discussed, I have completed all assigned tasks and briefed my coworker Lucy in case of queries in my absence. I will try and resume work from 10JulyJune2013. In case of any problems, I might request you to grant me annual leave which I have not availed so far this year.

I shall keep you posted either ways well in advance. Kindly accept my request for maternity leave and oblige.

Thanking you,

Yours sincerely,

Hillary.

Maternity Leave Application Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Maternity leave

Dear Mr. _____, (boss's name)

.... the due date for delivery of my baby is(mention date). I request permission to avail
(mention duration) maternity leave with effect from(mention date).

...(state reason if you are availing maternity leave a little in advance)

... I have completed all my tasks and briefed my coworker ...(mention name of colleague who will handle your work in this period) I will try and resume work from(mention date). In case of any problems, I might request grant of annual leave which I have not availed this year.

I shall keep you posted either ways well in advance. Kindly accept my maternity leave application and oblige.

Thanking you,

Yours sincerely,

_____ (your name)

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