About Family Leave notification forms
The family leave forms in HR Self Service provide a fully online, automated, and secure way for employees to notify Human Resources about family related leave.

Using the maternity leave notification form as an example, this guide will show you the steps to submit a form and how to make changes to a form should it be returned to you.

Creating and submitting a form
Family leave forms are accessed by opening the ‘Family Leave’ menu within HR Self Service.

Here you will see the selection for forms that are currently available. Select the form you want to complete and a new blank form will open.

Select the form you want to complete, and a new blank form will open.
All you need to do now is complete the form with all the information it asks for. Depending on the form you are completing (Maternity Leave is being used as an example) some fields may be mandatory, but you should complete all the fields if possible.

When you have completed the form, click submit.

If the form does not submit at this point, please check for any mandatory fields that have not been completed.
HR Self Service
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Once successfully submitted, the form will automatically go to Human Resources. For some forms, there may be a need for your line manager to see it before it goes to HR. If this is the case, the system will automatically notify your line manager and they will be able to review the form within HR Self Service.

Forms that are returned to you.
Your line manager or Human Resources may return the form to you should they need additional information, or a change needs to be made. If this happens, you will receive an email to your university email address advising of this.

You can access the form to make any amendments by selecting ‘History’ within the ‘Family Leave’ menu.

Here you will see any forms you have submitted and their status. If a form has been returned to you, the status will be ‘Rejected’. Access the form by clicking the underlined description.

You will now see the form that you submitted but in an un-editable state.
Maternity Leave Notification

All employees are eligible for up to 52 weeks maternity leave irrespective of their length of service or hours of work. All employees must take a period of two weeks compulsory maternity leave directly following childbirth and cannot return to work during that period.

More information on maternity leave and pay can be found in the Maternity Leave Policy and FAQs and we recommend you read these prior to applying. To view the policy, please click the link button in the top right hand corner of this form. If you have any further questions, please contact hr.support@st-andrews.ac.uk.

To make changes to the form, click ‘Reopen’. The status of the form will now change to ‘Open’ and you can make any change needed.
Click ‘Submit’ to resubmit the form.