

## Procedure for the Recruitment of Maternity Cover

1. Departments should consider whether there is scope to cover maternity leave using existing resources.
2. Where this is not possible, a Staff Request Form (SRF) for maternity leave cover should be

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 established 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 redeployed 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