

Employer Certificate for Maternity Benefit



If you are employed, your employer must complete this form **after week 24 of your pregnancy.**

Note: To qualify for the maximum 26 weeks Maternity Benefit, an employee must take at least two weeks and at most 16 weeks leave before the end of the week in which the baby is due. If your employee wishes to take the minimum two week period of maternity leave prior to the birth of the baby, they should commence their maternity leave on the Monday prior to the week in which the baby is due.

For example, if the due date is Wednesday 16/09/2020, the latest date the employee should commence maternity leave is Monday 07/09/2020.

If you make any alterations after you complete the form, you must initial and date them otherwise the information supplied cannot be accepted.

PPS Number of employee:

Name of employee:

Employee's expected due date:

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Maternity leave: From:

D D M M Y Y Y Y

Maternity leave: To:

D D M M Y Y Y Y

Employer's Payment Method Details

This section should only be completed if your employee has authorised that Maternity Benefit payments will be made directly to you.

Financial Institution

You will find the following details printed on statements from your financial institution.

Name of financial institution:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Account Name(s):

