



# NOTIFICATION OF MATERNITY/ PATERNITY LEAVE OR LEAVE WITHOUT PAY

By your side

The General Secretary  
New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union  
(USU New South Wales Branch)  
Level 7 321 Pitt Street  
SYDNEY NSW 2000  
Attention: Membership Section (Fax 9261 3378 Email membership@usu.org.au)

Dear Sir

I wish to inform you that I will be commencing (please indicate which option applies):

- Maternity/Paternity leave** on ..... (date), for a period of ..... months and expect to return to work on .....
- Leave Without Pay** on ..... (date), for a period of ..... months and expect to return to work on .....

To maintain my union contributions during this period would cause financial hardship, therefore I would like to suspend them until my return to work.

Yours faithfully

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Membership No:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Payroll No** \_\_\_\_\_

**Remarks** \_\_\_\_\_

**Note:** The Union movement has fought for the rights of women for many years to enable them to take advantage of paid maternity leave. The Union therefore expects that members will continue to pay their subscriptions while on paid Maternity leave. The requirement for Subscription payments will be suspended during any period of unpaid leave.

**Office Use Only**

Membership Officer: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Code: \_\_\_\_\_

Authorised and printed by Graeme Kelly OAM, General Secretary, NSW Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union  
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