

Maternity, Adoption and New Parent Support (Paternity) leave for Resident Doctors.

All applications for Maternity, New Parent Support (Paternity), and Adoption leave should be processed using the Manager/ Employee Self-Service Application Function in eESS. This also includes any changes to dates and return to work dates.

Different processes are in place for Resident Doctors depending on which placement board they are working in. Details of what Resident Doctors who wish to submit a maternity, adoption or new parent support application need to do are below:

NHS Lothian: Please contact the eEES helpdesk to advise us of your line manager before using the eEES self-service function. You can log a call at

<https://nhsses.service-now.com/sp>

NHS Borders Placement: Please email the paper application and MATB1 to medical.staffing@borders.scot.nhs.uk

NHS Fife Placements: Please contact fife.eesssupportteam@nhs.scot to advise them of your line manager before using the eEES self-service function.

*If you are unsure of who your line manager is, please speak with your Clinical Director of Clinical Service Manager.

Guides and videos on how to submit the applications via eEES are available at [Maternity Leave](#)