



# **MATERNITY GUIDANCE**

**This guidance applies to Teachers and Associated Professionals covered by the Scottish Negotiating Committee for Teachers (SNCT) terms and conditions.**

**This guidance incorporates relevant national legislation and the SNCT terms and conditions and should be read in conjunction with the SNCT Handbook.**

**This guidance applies to employees whose baby is due on or after 5th April 2015.**

**Issue 2, October 2015**

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## 1. Overview of Maternity Process

Following the steps on this checklist will make sure that you take the necessary actions at the right time so that you receive your maternity entitlements.

ACTION		TIMESCALE	Tick box on completion
1.	Submit <b>Notification of Pregnancy</b> form to your Line Manager for risk assessment purposes.	As early into pregnancy as possible.	
2.	If applicable, consider whether you wish to remain in the childcare voucher or other salary sacrifice schemes.	As early as possible. Cancellation needs to be processed by the 24 <sup>th</sup> week before the expected week of childbirth to provide the highest level of maternity pay.	
3.	Obtain <b>MAT B1</b> form from your doctor or midwife.	Available from 20 weeks before the expected week of childbirth.	
4.	Submit <b>Application for Maternity Leave</b> form, along with original copy of the <b>MAT B1</b> form to your Line Manager.	No later than 21 days before maternity leave starts (or as soon as possible).	
5.	If applicable, submit <b>Notification of Early Return to Work</b> form to your Line Manager (only required if you wish to return to work <u>early</u> i.e. before the end of your 52 week maternity leave period).	At least 28 days before early return date.	
6.	If applicable, consider whether you and your partner may be eligible and wish to opt into <b>Shared Parental Leave and Pay</b> . You may wish to discuss and seek further information from your Line Manager.	You would be required to follow notification and curtailment of maternity leave and/or pay processes, providing at least 8 week's notice for the Period of Leave you wish to take.	

## 2. What do I need to know during my pregnancy?

### 2.1 Risk assessment

The Management of Health and Safety at Work Regulations 1999 require employers to assess any risks to all pregnant or breast feeding employees and to do what is reasonably practicable to control these risks. Potential risks include the use of hazardous substances, manual handling and dealing with violence and aggression. You should complete the **Notification of Pregnancy** form and give it to your Line Manager as early as possible into your pregnancy, so that the risk assessment can be carried out.

Any necessary adjustments will be made to your working environment or duties to remove any potential risk to you. In a minority of cases, if you are unable to carry out your normal duties while pregnant because your health and safety is at risk because of the job you do, you have the right to be offered suitable alternative work, or if such work is not available, to be suspended on full pay on health and safety grounds.

### 2.2 Time off for ante-natal care

You are entitled to reasonable paid time off to attend ante-natal care regardless of your length of service or hours of work, as long as you provide evidence of your appointment to your Line Manager. You do not have to provide evidence for the first ante-natal appointment but you should provide evidence for all further ante-natal appointments. You should give your Line Manager as much notice of your appointments as possible and wherever possible appointments should be made for the start or end of the working day.

### 3. What do I need to know about maternity leave and pay?

#### 3.1 Am I entitled to maternity leave?

You are entitled to maternity leave regardless of your length of service or hours of work if you:

- a) Submit the original copy of the maternity certificate (**MAT B1** form) available from a registered doctor or midwife stating the expected date of childbirth to your Line Manager no later than 21 days before maternity leave begins (or as soon as possible).
- b) Complete and submit an **Application for Maternity Leave** form to your Line Manager no later than 21 days before maternity leave begins (or as soon as possible).

Once you have submitted the original copy of the **MAT B1** form along with the **Application for Maternity Leave** form, your Line Manager will send these forms to the HR Service Centre. The HR Service Centre will then write to you within 5 days of receiving the forms (by law this must be within 28 days of your Line Manager receiving the completed forms from you) to confirm your maternity information along with your date of return to work, assuming you decide to take your full entitlement to maternity leave. If you later decide to change the start date of your maternity leave, you need to let your Line Manager know in writing at least 28 days before the revised start date of your maternity leave (or as soon as possible).

#### 3.2 When can my maternity leave start and how long can I be on maternity leave?

The earliest your maternity leave can start is the beginning of the 11<sup>th</sup> week before the expected week of childbirth. The expected week of childbirth means the week, starting on a Sunday, during which a registered doctor or midwife expects the birth to take place. After the beginning of the 11<sup>th</sup> week before the expected week of childbirth, it is generally for you to choose when you start your maternity leave. Your maternity leave can start on any day of the week.

If you are off work for any reason connected with your pregnancy (e.g. pregnancy related illness) and the absence continues into the fourth week before your baby is due, your maternity leave will start automatically from the 2<sup>nd</sup> day of the 4<sup>th</sup> week before your baby is due. This applies even if you are subsequently fit for work.

If you go off work for any reason connected with your pregnancy (e.g. pregnancy related illness) within the four weeks before your baby is due, your maternity leave will start automatically on the day after you go off sick. This applies even if you are subsequently fit for work.

If your baby is born early, before your maternity leave has started, your maternity leave will start automatically the day after the birth. If this is the case, you should contact your Line Manager in writing (by letter or email) as soon as possible to let them know that you have given birth and to tell them the date of birth of your baby.

You must take at least 2 weeks of compulsory maternity leave after your baby is born.

You can take up to 26 weeks' ordinary maternity leave immediately followed by 26 weeks' additional maternity leave i.e. a total of 52 weeks' leave.

You can return to work early i.e. before the end of the 52 week maternity leave period, provided that you complete the **Notification of Early Return to Work** form and give it to your Line Manager at least 28 days before the date on which you intend to return.

### 3.3 Can I share my maternity leave with my partner?

Under Shared Parental Leave provisions, you can choose to share a period of leave and pay with your partner after the birth of your child. If eligible you would do this by ending/curtailing your maternity leave and/or pay at a future date and share the untaken balance of leave and pay with your partner or return to work early from maternity leave and opt into Shared Parental Leave and Pay at a later date.

Further information on Shared Parental Leave can be found in the Council's Shared Parental Leave Guidance for Teachers and those under SNCT conditions which is available on the Zone or from your Line Manager.

The baby's father, your partner or nominated carer may be entitled to take 2 weeks of paid paternity leave at or around the time your baby is born. Further information can be found in the Council's Paternity Leave Guidance for Teachers and those under SNCT conditions which is available on the Zone or from your Line Manager.

### 3.4 Am I entitled to maternity pay?

Your entitlement to maternity pay depends on your length of continuous service with the Council and any other organisations covered by the Redundancy Payment (Local Government) (Modification) Order 1990 (as amended) and how much you earn.

#### **1) If you have less than 26 weeks' local government continuous service at the beginning of the 15<sup>th</sup> week before the expected week of childbirth:**

You will not be entitled to Statutory Maternity Pay (SMP) or Occupational Maternity Pay (OMP) but you may be entitled to claim Maternity Allowance through Jobcentre Plus.

If you have submitted the **MAT B1** form and the **Application for Maternity Leave** form by the end of the 15<sup>th</sup> week before the expected week of childbirth, you will be issued with an **SMP1** form within 7 days of the decision that you are not entitled to SMP. This is so that you can ask about claiming Maternity Allowance through Jobcentre Plus. Details of how to apply for Maternity Allowance can be obtained from Jobcentre Plus.

**2) If you have 26 weeks' continuous service or more at the beginning of the 15<sup>th</sup> week before the expected week of childbirth and your average weekly earnings are equal to or more than the lower earnings limit for National Insurance contributions:**

You will be entitled to Occupational Maternity Pay (OMP) and Statutory Maternity Pay (SMP) for a maximum period of 39 weeks as follows:-

- For the **first 13 weeks** you will get Occupational Maternity Pay (OMP) and Statutory Maternity Pay (SMP) to equal your normal salary.
- For the **following 26 weeks** you will get the flat rate of SMP.
- The remaining 13 weeks of maternity leave, if taken, would be **without pay**.

**3) If you have 26 weeks' continuous service or more by the end of the 15<sup>th</sup> week before the expected week of childbirth but your average weekly earnings are less than the lower earnings limit for National Insurance contributions:**

You will not be entitled to Statutory Maternity Pay but you may be entitled to claim Maternity Allowance through Jobcentre Plus.

If you have submitted the **MAT B1** form and the **Application for Maternity Leave** form by the end of the 15<sup>th</sup> week before the expected week of childbirth, you will be issued with an **SMP1** form within 7 days of the decision that you are not entitled to SMP. This is so that you can ask about claiming Maternity Allowance through Jobcentre Plus. Details of how to apply for Maternity Allowance can be obtained from Jobcentre Plus.

You will be entitled to Occupational Maternity Pay as follows:-

- For the **first 13 weeks** you will get Occupational Maternity Pay (OMP) to equal your normal salary (inclusive of any Maternity Allowance).
- The remaining 39 weeks of your maternity leave, if taken, will be **without pay**.



Notes:

- The definition of 'average weekly earnings' for the purpose of Statutory Maternity Pay is the average of all payments made in the 8 week period up to and including the last pay day before the end of the 15<sup>th</sup> week before the expected week of childbirth. The definition of 'normal pay' for the purpose of Occupational Maternity Pay is basic pay plus any contractual payments.
- If you are expecting more than one child (e.g. twins or triplets), your entitlement to maternity pay and maternity leave is the same as if you were expecting only one child.
- The rate of Statutory Maternity Pay is usually reviewed each April by the Department for Work and Pensions. If payment of your Statutory Maternity Pay starts before and continues after the rate is changed, you will receive the new rate from the start of the week in which the change occurs.
- Income tax and national insurance contributions will be deducted from your maternity pay as appropriate.
- In the event of a stillbirth after 24 weeks of pregnancy, or neonatal death an employee is entitled to maternity leave and pay provisions.

3.5 What if I have more than 1 permanent or fixed term contract with the Council?

If you have more than 1 permanent or fixed term contract with the Council e.g. 2 part time permanent posts, you only need to submit one copy of the **Application for Maternity Leave** form and you should list both job titles on the form. If you are entitled to receive Statutory or Occupational Maternity pay this will generally be calculated based on your total earnings under all permanent or fixed term contracts with the Council.

3.6 I am part of the childcare voucher scheme (or any of the other salary sacrifice schemes) – how will this affect my maternity pay?

If you have chosen to take part in any of the salary sacrifice schemes offered by the Council this may affect the amount of maternity pay you will receive. This is because Statutory Maternity Pay (SMP) is calculated on your average gross weekly earnings during the 8 week period up to and including the last pay day before the end of the 15<sup>th</sup> week before the expected week of childbirth. Your 'gross weekly earnings' means the amount of salary you receive **excluding** the amount of salary which is sacrificed through the salary sacrifice scheme. So you may receive a lower rate of maternity pay if you remain in a salary sacrifice scheme after the 24th week before the expected week of childbirth than you would if you opt out of the scheme by that date.

You should give urgent consideration to whether or not you wish to remain in the scheme after the 24th week before the expected week of childbirth. You may choose to leave the scheme at any time but if you do so after the 24th week before the expected week of childbirth the amount of maternity pay you receive may be proportionately reduced.

If you decide to leave the scheme you should do so by completing the required cancellation process from your online childcare account for childcare vouchers or the stated cancellation method for any of the other salary sacrifice schemes. Further information can be found by visiting the relevant section of [www.accmybenefits.co.uk](http://www.accmybenefits.co.uk).

If you choose to remain in a salary sacrifice scheme you will receive the maternity pay due to you based on your average gross weekly earnings during the 8 week period up to and including the last pay day before the end of the 15<sup>th</sup> week before the expected week of childbirth. There will be no deduction made from this amount to fund your salary sacrifice during your maternity leave, although the Council is obliged to maintain you in some of the schemes.

The Council and its benefits providers are unable to offer financial advice so you are advised to seek financial advice from a qualified, independent source if you find yourself in any doubt as to the best course of action for your circumstances.

### 3.7 How does being on maternity leave affect my pension contributions?

#### **Employees in the Scottish Teachers' Pension Scheme (administered by the SPPA)**

Whilst you are on maternity leave you will pay pension contributions based on the maternity pay you receive during the paid period of your maternity leave (where you are entitled to receive maternity pay).

The Council will pay pension contributions for you during the paid period of your maternity leave, based on your normal full pay.

The paid maternity leave period will be classed as pensionable service.

Employees in the Scottish Teachers' Pension Scheme do not have the option to pay pension contributions for any unpaid period of maternity leave. If you are a member in the Career Average Revalued Earnings (CARE) scheme there are flexibilities. To increase your pension, a member is able to elect to accrue a pension at 1/45, 1/50, 1/55 by paying contributions at a higher rate, you are able to purchase additional pension or elect to buy out the standard reduction so that you can take your pension at age 65 without any actuarial reduction as well as purchasing AVCs. Therefore, when a member is in pensionable employment this allows them to make up pension. Please contact the SPPA by telephone 01896 893000 or via the website [www.sppa.gov.uk](http://www.sppa.gov.uk) for further details.

Employees in the **Local Government Pension Scheme (LGPS)** should refer to the non teaching guidance for details on the pension implications (available on the Zone).

3.8 How does going on maternity leave affect my continuous service with the Council?

Maternity leave counts towards your continuous service with the Council and so does not count as a break in continuous service.

3.9 How does going on maternity leave affect my eligibility to receive a national pay award or a salary increment?

Going on maternity leave will not affect your eligibility to receive a national pay award or a salary increment.

National pay awards will be applied automatically to those on maternity leave and Statutory or Occupational Maternity Pay (where applicable) will be recalculated to take into account any such pay award.

3.10 What if I decide to resign before my maternity leave starts?

You should submit your resignation in writing to your Line Manager. Your contract end date will be 8 calendar weeks from the date of resignation for promoted teaching posts and 4 calendar weeks from the date of resignation for all other posts covered by the SNCT terms and conditions, or the requested contract end date provided by you in writing where this is later. This is to comply with the notice requirement as stated in your contract of employment. You will receive payment for any outstanding money due to you in your final salary payment. You should return any Council property you may have including ID badge, fob, keys, computer equipment etc. to your Line Manager.

Maternity leave won't apply to you as you are resigning before your maternity leave starts. If you are still employed by the Council by the end of the 15<sup>th</sup> week before the expected week of childbirth, and you have at least 26 weeks' continuous service at that time, you will still receive any Statutory or Occupational Maternity Pay which you are due.

## 4. What do I need to know during my maternity leave?

### 4.1 Keeping in touch days

Keeping in touch days can help to make it easier for both you and the Council when it comes to you returning to work.

You are not obliged to do any work or attend any work related events during your maternity leave but if both you and your Line Manager agree, you can do **up to 10 days** work during your maternity leave. These days do not have to be consecutive and do not have to be limited to your normal job as they could be used for training or other work related events.

You are entitled to a maximum of 10 keeping in touch days during your maternity leave. You cannot use any keeping in touch days during the first two weeks after the baby is born. Your Line Manager has to agree the dates and times and the nature of the work that you will do on keeping in touch days before you can work them.

Any work you do as a keeping in touch day, even a one hour training course for example, will be counted as a whole keeping in touch day towards the total of 10 days. For a keeping in touch day you will be paid your normal contractual rate of pay (inclusive of any maternity pay where applicable) for the days you work. If you work less than a full working day as a keeping in touch day you will be paid for the actual hours worked.

Any childcare costs incurred as a result of working a keeping in touch day will need to be met by you.

### 4.2 Reasonable contact

The purpose of reasonable contact is for you to stay in touch with the Council during your maternity leave period and does not require you to actually do any work. Your Line Manager will agree with you before you start your maternity leave how you will stay in touch and how often. This may be by telephone, by email, by you making a visit to the workplace, or in other ways. Any contact of this nature will not bring your period of maternity leave to an end or result in you losing any maternity pay. It is an opportunity for you to find out from your Line Manager about any developments or changes at work, any relevant promotion opportunities or for you to talk about your plans to return to work if this is your intention.

### 4.3 Right to live and work in the UK

If you are working in the UK on a visa or work permit, you must keep the documentation evidencing your right to live and work in the UK up to date during your maternity leave. You must also be able to produce this documentation at any time if requested to do so by the Council. This is because you remain an employee of the Council during your maternity leave period.

#### 4.4 PVG

If your post requires you to be a member of the Protecting Vulnerable Groups (PVG) scheme and as part of your maternity leave you are outwith the UK for more than 3 months, you will need to provide a foreign police check before you return to work. For guidance on how to obtain a foreign police check please visit the Foreign & Commonwealth Office website.

#### 4.5 GTCS registration

If your post requires you to be registered with the General Teaching Council for Scotland (GTCS), you must continue to pay your GTCS registration fee and remain registered with the GTCS during your maternity leave.

## 5. What do I need to know when I'm coming to the end of my maternity leave?

### 5.1 Do I need to notify my Line Manager of the date I will be returning to work?

If you are taking the full 52 weeks of maternity leave you are not obliged to tell your Line Manager the date on which you will be returning to work, as the date of return will be assumed to be the day following the end of the 52 week period. However as part of the reasonable contact you have with your Line Manager during your maternity leave, it is a good idea to be discussing with your Line Manager when you will be returning to work and also how you will use any accrued annual leave and public holiday entitlement.

If you are returning to work early from your maternity leave (i.e. before the end of the 52 week period) your entitlement to any balance of maternity leave and pay will cease and you will receive your normal salary from the date you return to work. You need to complete the **Notification of Early Return to Work** form and give it to your Line Manager at least 28 days before the date on which you intend to return. If appropriate notice is not given, the Council may postpone your return for up to 28 days (but not to a date later than the end of the maternity leave period).

If you want to return to work early, you also need to sign the declaration on the **Notification of Early Return to Work** form before returning to work, confirming that you are medically fit to return. You must take at least 2 weeks of compulsory maternity leave after your baby is born.

### 5.2 Will I return to the same job?

You will normally return to the same job that you had before going on maternity leave. However, if this is not possible due to exceptional circumstances (e.g. redundancy or reorganisation) you will be offered a suitable alternative post with comparable duties, terms and conditions, pay and location where such a vacancy exists. You should also be aware that the dismissal or selection for redundancy of a woman on maternity related grounds is automatically unfair.

### 5.3 Can I return to work on a flexible working basis?

If you would like to return to work on a flexible working basis (e.g. part time hours, you should make an application to your Line Manager as far in advance of your planned return date as possible. Flexible working arrangements will be applied in line with SNCT and LNCT guidance. This will allow your Service sufficient time to consider your request and to make the necessary arrangements. Your application should include details of the hours/days you would wish to work and should suggest how your flexible working arrangements could operate in practice.

Whilst the law gives you the right to request flexible working, your Service does not have to agree to your request but it does have to consider the request seriously.

#### 5.4 Do I continue to accrue annual leave and public holidays when I'm on maternity leave?

You continue to accrue annual leave and public holidays when you are on maternity leave.

For teachers or music instructors, annual leave will be accrued in accordance with Section 5, paragraphs 5.3 to 5.5 of the SNCT Handbook.

In the case of education support officers, quality improvement officers or educational psychologists, annual leave will be accrued in accordance with Section 5, paragraphs 5.12 to 5.15.

When you return to work after maternity leave, the full period during which you were on maternity leave will be taken into account when calculating your annual leave and public holiday entitlement for the leave year(s) in which your maternity leave fell.

If your maternity leave period spans two leave years you will be sent a statement at the end of the first leave year which tells you the amount of leave taken before you started your maternity leave and the amount of leave accrued during the maternity leave period in that leave year. Your leave entitlement for the full leave year minus the amount of leave taken before you started your maternity leave gives you the balance of leave which will be carried forward into the next leave year.

When you tell the Council your intended date of return to work after maternity leave, you will be sent a statement showing your accrued annual leave entitlement up to the intended date of return, including any balance of statutory leave which will require to be taken.

When you return to work after maternity leave you should take any remaining statutory leave in that leave year. Where it is not possible to take that leave in full or in part any balance will be carried forward into the next leave year but must be taken as leave (i.e. you cannot receive pay in lieu of leave). When you take your accrued statutory leave depends on the needs of the service and:

- in the case of teachers and music instructors, should normally be taken in the term in which the return to work takes place, or within the following term; or
- in the case of education support officers, quality improvement officers and educational psychologists, should normally be taken as soon as possible following the return to work.

The balance of annual leave, in excess of statutory leave, accrued during the period of maternity leave should be taken following the end of the maternity leave period. When you take this accrued leave depends on the needs of the service and:

- in the case of teachers and music instructors, the accrued leave can be taken during the days of school closure, with payment to be arranged as appropriate with any remaining leave to be taken in the term in which the return to work takes place, or within the following term; or

- in the case of education support officers, quality improvement officers and educational psychologists, should normally be taken as soon as possible following the return to work.

#### 5.5 What if I'm unable to return to work at the end of my maternity leave due to sickness absence?

If you are sick on the day on which you are due to return to work at the end of your maternity leave, the normal sickness reporting and certification procedures apply. This includes letting your Line Manager know that you are sick and also completing a self-certificate for 4 to 7 days of absence and getting a fit note from your GP for over 7 days of absence.

#### 5.6 What if I decide not to return to work after my maternity leave?

If you decide not to return to work after your maternity leave, and so you wish to resign, you should submit your resignation in writing to your Line Manager. Your contract end date will be 8 calendar weeks from the date of resignation for promoted teaching posts and 4 calendar weeks from the date of resignation for all other posts covered by the SNCT terms and conditions, or the requested contract end date provided by you in writing where this is later. This is to comply with the notice requirement as stated in your contract of employment. Payment for any annual leave and public holiday days accrued during your maternity leave period will generally be paid to you as a lump sum in your final salary from the Council. Your Line Manager will contact you to arrange for you to return any Council property you may have including ID badge, fob, keys, computer equipment etc.

Resigning whilst on maternity leave will not affect the amount of your maternity pay.

#### 5.7 What if I start work for another employer during my maternity leave?

If you choose to resign from the Council and then start working for another employer whilst you are still being paid Statutory Maternity Pay and/or Occupational Maternity Pay, your Statutory Maternity Pay and/or Occupational Maternity Pay from the Council will stop. It is your responsibility to tell the Council about your new job and to make sure that you return any payment of Statutory Maternity Pay and/or Occupational Maternity Pay which covers the week you started your new job and any part of the period after you started your new job.

You will receive payment for any annual leave and public holiday days accrued during your maternity leave period, along with any other outstanding money due to you. Your Line Manager will contact you to arrange for you to return any Council property you may have including ID badge, fob, keys, computer equipment etc.



## NOTIFICATION OF PREGNANCY FORM

The Management of Health and Safety at Work Regulations 1999 require employers to assess any risks to pregnant employees. This includes the use of hazardous substances, manual handling and dealing with violence and aggression.

**It is important that you complete this form and give it to your Line Manager as early as possible into your pregnancy, so that the risk assessment can be carried out.**

Please note that this form is not your application for maternity leave. To apply for maternity leave you should complete the **Application for Maternity Leave** form and give it to your Line Manager no later than 21 days before maternity leave begins (or as soon as possible).

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### PERSONAL DETAILS

**NAME (in full):** .....

**PAYROLL NUMBER:** .....

**SERVICE/  
DIRECTORATE:** .....

**LOCATION:** .....

**JOB TITLE:** .....

**I wish to notify you that I am pregnant. My expected date of childbirth is**  
..... **and I expect to start my maternity leave\*** on  
.....

**\*Your maternity leave can start at any time beginning with the 11<sup>th</sup> week before the expected week of childbirth. Maternity leave can start on any day of the week.**

**I will inform my Line Manager of the date I wish to start my maternity leave by completing the Application for Maternity Leave form and giving it to my Line Manager no later than 21 days before maternity leave begins (or as soon as possible).**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Once completed and signed by the employee, this form should be sent to the HR Service Centre by the Line Manager.**

## APPLICATION FOR MATERNITY LEAVE FORM

You are entitled to maternity leave regardless of your length of service or hours of work if you:

- 1) Submit the original copy of the maternity certificate (MAT B1 form) available from a registered doctor or midwife stating the expected date of childbirth to your Line Manager no later than 21 days before maternity leave begins (or as soon as possible) and;
- 2) Complete and submit this form to your Line Manager no later than 21 days before maternity leave starts (or as soon as possible).

If you do not complete and submit this form along with the original copy of the MAT B1 form within the required timescale, you may not be entitled to maternity leave.

### 1. PERSONAL DETAILS

NAME (in full):	
PAYROLL NUMBER:	
HOME ADDRESS:	
SERVICE/DIRECTORATE:	
LOCATION:	
JOB TITLE:	
CONTINUOUS SERVICE START DATE*:	
EMPLOYMENT STATUS:	PERMANENT / FIXED TERM **
ANNUAL SALARY:	£
HOURS PER WEEK:	
SALARY SACRIFICE SCHEME MEMBER***:	YES / NO *
I INTEND TO LEAVE THE SALARY SACRIFICE SCHEME BEFORE STARTING MATERNITY LEAVE:	YES / NO / N/A *

\* See section 3.4 of the Maternity Guidance for further information on continuous service.

\*\* Delete as applicable

\*\* If you wish to opt out of a salary sacrifice scheme before going on maternity leave, you should do so by the 24th week before the expected week of childbirth. See the Maternity Guidance for further details.

## 2. NOTIFICATION

I am pregnant and wish to apply for maternity leave. I attach Form MAT B1 from my doctor/midwife which gives my expected date of childbirth as:

.....

## 3. START OF MATERNITY LEAVE PERIOD

I intend to start my maternity leave period on (date):

.....

(Note: Your maternity leave can start at any time beginning with the 11<sup>th</sup> week before the expected week of childbirth. Maternity leave can start on any day of the week.).

## 4. SIGNATURE

I would like to apply for maternity leave in accordance with the information that I have provided.

Signed: .....Date: .....

**Once completed and signed by the employee, this form should be sent to the HR Service Centre by the Line Manager.**

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**HR SERVICE CENTRE USE**

Information Verified

Initials..... Date:.....

<b>EWC</b>	<b>QW</b>	<b>26<sup>th</sup> Week</b>	<b>11<sup>th</sup> Week</b>
<b>4<sup>th</sup> Week</b>	<b>SMP      YES / NO</b>	<b>Return to Work date</b>	

Letter sent to employee and copied to Payroll: Initials ..... Date:.....

## NOTIFICATION OF EARLY RETURN TO WORK FORM

You only need to complete this form if you are returning to work early from your maternity leave (i.e. before the end of the 52 week period). If this applies to you, this form should be completed and given to your Line Manager at least 28 days before the date on which you intend to return.

If you do not complete and submit this form within the required timescale, you may not be entitled to return to work early.

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### 1. PERSONAL DETAILS

NAME (in full):	
PAYROLL NUMBER:	
HOME ADDRESS:	
SERVICE/DIRECTORATE:	
LOCATION:	
JOB TITLE:	
DATE MATERNITY LEAVE STARTED:	
DATE BABY WAS BORN*:	

\* You must take at least 2 weeks of compulsory maternity leave after your baby is born.

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### 2. NOTIFICATION OF THE DATE ON WHICH YOU WISH TO RETURN TO WORK EARLY

I intend to return to work early on (date):.....

I declare that, in my opinion, I am medically fit to return to work early.

Signed:.....Date:.....

If you are unsure as to your medical fitness to work, you should ask the advice of your doctor before deciding to return to work early.

**Once completed and signed by the employee, this form should be sent to the HR Service Centre by the Line Manager.**