

Maternity Procedure

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	Issues (if any):	This policy specifically deals with people who have a protected characteristic (pregnancy and maternity) and sets out the rights and responsibilities in law and in accordance with terms and conditions of service.	

Change History

Version	Date	Description	Change ID
1.0	2007	Original procedure	
2.0	2014	To bring all documents associated with maternity leave (policy, procedure, guidance and forms) into one place	
2.1	2015	Minor updates to refer to Shared Parental Leave	
2.2	Oct 2015	Minor updates to administration process now being managed by Payroll rather than HR.	
2.3	November 2019	General review and minor amendment to 16.5 to clarify that the last date of employment following resignation is the date notice expires, and amendment to 19.7 to reflect closure of childcare voucher scheme. Add in clarification around essential car user allowance during maternity leave, returning from maternity leave, notification of premature birth and night work, and around occupancy agreements.	

Related Documents

Reference	Title	Tier
	Additional leave procedure (for Parental and Ordinary Paternity Leave)	
	Shared Parental Leave Policy	
	Adoption Policy, Procedure and Guidance	



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1. Purpose

- 1.1. This procedure sets out the entitlements and responsibilities that apply to employees who are pregnant and give birth.

2. Applicability

- 2.1. This procedure applies to all employees of West Berkshire Council, including those working in schools.

3. Roles and Responsibilities

- 3.1. The Chief Executive/Governing Body has overall responsibility for ensuring that maternity leave and pay is managed appropriately in accordance with this procedure.
- 3.2. Managers/head teachers are responsible for;
 - 3.2.1. Ensuring that applications for maternity leave and pay are managed in accordance with this procedure;
 - 3.2.2. Ensuring that risk assessments are undertaken and other relevant health and safety requirements are met;
 - 3.2.3. Maintaining appropriate contact with employees during maternity leave.
- 3.3. Employees are responsible for making applications for maternity leave, and notifying their line manager of their date of return, in accordance with this procedure.
- 3.4. Human Resources is responsible for;
 - 3.4.1. Keeping the procedure up to date in line with legislation changes;
- 3.5. Payroll services is responsible for;
 - 3.5.1. Receiving and processing applications for maternity leave and pay;
 - 3.5.2. Making payments of occupational maternity pay (OMP) and statutory maternity pay (SMP), and for advising on pension implications of periods of nil pay.

4. Glossary

- OMP – Occupational Maternity Pay
- SMP – Statutory Maternity Pay
- EWC – Expected week of childbirth
- QW – qualifying week (15 weeks before EWC)
- OML – Ordinary Maternity Leave
- AML – Additional Maternity Leave
- MA – Maternity Allowance

5. Maternity leave

- 5.1. All pregnant employees (regardless of length of service) who have a live or still birth after 24 weeks of pregnancy are entitled to take a total of 52 weeks' maternity leave. This comprises;
 - 5.1.1. 26 weeks' Ordinary Maternity Leave (OML); followed by
 - 5.1.2. 26 weeks' Additional Maternity Leave (AML)
- 5.2. It is for the employee to decide how much of this leave she wishes to take. She may choose to return to work before the end of the 52 week period. However, she must take at least two weeks maternity leave immediately following the birth.
- 5.3. Maternity leave may start no earlier than the start of the 11th week before the expected week of childbirth (EWC). The employee may continue to work up to the date of birth provided she is fit to do so.
- 5.4. If the employee gives birth before her maternity leave has started, the maternity leave and pay period will start on the day after the birth.
- 5.5. A woman who gives birth on or after 5th April 2015 may choose to end her statutory maternity leave early (before the end of the 52 week period) if she and/or her partner wish(es) to take [Shared Parental Leave](#) (see separate policy).

6. Notification

- 6.1. The employee should notify her manager/head teacher as soon as reasonably practicable of her pregnancy. This will allow the manager to carry out a risk assessment and consider any health and safety implications.
- 6.2. To qualify for maternity leave and pay the employee must advise her manager/head teacher in writing that she is pregnant and the date on which she wishes to start her maternity leave.
 - 6.2.1. This notification must be received at least 21 days before the start of her absence, or as soon as reasonably practicable if this is not possible.
 - 6.2.2. Teachers must provide this notification at least 14 weeks before the expected week of childbirth.
 - 6.2.3. The notification should be accompanied by a medical certificate (normally a MAT B1) stating the expected week of childbirth.
- 6.3. A [maternity leave application form](#) can be found at the end of this procedure. It should be completed and provided to the manager/head teacher, with a copy to Payroll.
- 6.4. Payroll will write to the employee within 28 days of receipt of the completed form to advise the employee of the date on which maternity leave will end.
- 6.5. The employee can amend the date on which maternity leave will start by providing notice in writing at least 21 days before the new start date. Payroll will write to

confirm the revised end of maternity date within 28 days of the amendment being received.

- 6.6. An employee whose maternity leave commences because she gives birth prematurely must inform her manager/head teacher as soon as reasonably practicable after the birth, that she has given birth and the date on which the birth occurred. The manager/head teacher will inform Payroll so that Payroll can write to the employee within 28 days of the employee's notification of the birth to confirm the revised end of maternity date.

7. Maternity pay

- 7.1. Maternity pay will be paid for part of the 52 week period if the employee meets the qualifications for length of service and weekly earnings. Two different payments may be made – statutory maternity pay (SMP) and occupational maternity pay (OMP).
- 7.2. If both payments are made they will run concurrently. Any OMP payable will be offset against any SMP (or Maternity Allowance) due for the first six weeks. After the first six weeks, both payments will be made, up to a maximum of full pay. See appendix A for this information in a table.
- 7.3. **SMP** is paid for up to 39 weeks, whether or not the employee returns to work. Qualifying employees receive;
 - 7.3.1. 90% of average earnings for the first six weeks; followed by
 - 7.3.2. 33 weeks of standard SMP (£148.68 at April 2019), or 90% of average earnings, whichever is the lower.
- 7.4. **OMP** is paid for up to 18 weeks, with the final 12 weeks dependent upon the employee returning to work. Qualifying employees receive;
 - 7.4.1. 90% of normal earnings for the first six weeks (teachers receive full pay for the first four weeks and 90% salary for the next two weeks); followed by
 - 7.4.2. 12 weeks of 50% normal earnings (paid subject to a return to work).
- 7.5. The 50% pay element of OMP will be paid immediately following the first six weeks where the employee has provided notice in writing that she intends to return to work following maternity leave. Alternatively, she may choose to suspend payment until her return to work, when she will receive it as a lump sum.
- 7.6. If the employee receives the 12 weeks 50% payment and subsequently chooses not to return to work for the specified period, she will be required to repay the amount received plus the NI applicable. Payroll can advise on how much this will cost.
- 7.7. Both SMP and OMP are paid by the employer, through normal payroll processes. Tax, National Insurance and pension contributions will be deducted from maternity pay.

7.8. Occupational maternity pay will be adjusted to take account of any pay increase during the absence.

8. Eligibility for maternity pay

8.1. To qualify for SMP, employees must have;

8.1.1. At least 26 weeks' continuous employment with the current employer by the end of the 15th week before the EWC (this is the qualifying week or QW);

8.1.2. Average weekly earnings in the eight weeks up to and including the QW of at least the lower earnings limit for National Insurance.

8.2. Employees not eligible for SMP may be eligible for Maternity Allowance (MA). This is administered by Jobcentre Plus. You will be notified by Payroll if you are not eligible for SMP and provided with a form to apply for MA. For further details on SMP and MA see [Maternity pay and leave - GOV.UK](#)

8.3. To qualify for OMP, employees must have;

8.3.1. At least one year's continuous local government employment at the start of the 11th week before the EWC.

8.4. OMP is calculated by reference to normal pay. Where this varies from week to week it is calculated on the average pay in the two months prior to the start of maternity leave.

8.5. All qualifying employees will receive the first six weeks of OMP. To qualify to receive a further 12 weeks' OMP at 50% of normal pay, an employee must return to work at or before the end of her maternity leave for at least three months.

8.6. A teacher who returns to work on a part time basis must complete the equivalent of three months at her original hours in order to retain eligibility. E.g. a full time teacher returning on a 0.5 basis would have to complete at least six months service.

9. Time off for antenatal care

9.1. All pregnant employees are entitled to paid time off for antenatal care. This includes appointments made on the advice of a doctor, midwife or health visitor, and can include relaxation and other antenatal classes as well as medical examinations.

9.2. Employees should provide as much notice as possible and show their antenatal appointment card if requested by their manager/head teacher.

9.3. Time off will be on normal full pay, calculated as an average over the previous 12 weeks for those whose pay varies from week to week.

9.4. Prospective fathers and the partners of mothers to be may take unpaid time off to attend two ante-natal appointments. Up to 6.5 hours may be taken off on each occasion

10. Sickness absence

- 10.1. A pregnant employee is entitled to normal sick pay and leave until the date on which her maternity leave starts.
- 10.2. If the illness is unrelated to the pregnancy, sick pay and leave will apply up to the date she notified as the start of her maternity leave, or the date of birth if that is sooner.
- 10.3. If the illness is related to the pregnancy and starts or continues after the beginning of the 4th week (Sunday to Saturday) before the EWC, maternity leave will start immediately from the first date of sickness within that period.

11. Risk assessment

- 11.1. The manager should undertake a risk assessment of the pregnant employee's workplace, workstation and workload. Where a potential hazard is identified the manager/head teacher should make adjustments to the work or the working environment to remove or reduce the risk. Regular re-assessments should be carried out. A fresh risk assessment should be carried out on her return if she is breastfeeding.
- 11.2. If it is not possible to make adjustments to remove or reduce the risk to a safe level, and the work may cause harm to the pregnant woman or her unborn child, the manager should look for alternative duties for the employee.
- 11.3. If no suitable alternative work duties are available, the employee should be suspended on full pay until the risks have passed, or suitable alternative work becomes available. Suspension will not affect her rights to maternity leave and pay and her right to return to work after the birth.
- 11.4. These provisions do not apply where a doctor has signed an employee unfit to work. Normal sick leave and pay arrangements will apply in these circumstances.
- 11.5. **Night work:** If a registered medical practitioner or midwife certifies that an employee who is pregnant, is breast feeding or who has given birth to a child within six months should not work at night, her employer must either offer suitable alternative work during the day, or if this isn't reasonably practicable, suspend her on full pay until the danger has passed.
- 11.6. Advice on [risk assessments for pregnant women](#) can be found on the HR intranet pages.

12. Annual and public holiday leave and maternity leave

- 12.1. All maternity leave counts as continuous service for the purpose of entitlement to statutory and contractual benefits. This includes sick pay and leave, annual leave and public holidays. Employees are entitled to all the benefits of their contract of employment apart from pay.
- 12.2. Annual and public holiday leave accrues during maternity leave. Normal arrangements for notifying and taking annual leave apply. This means that leave should be taken in the leave year in which it is earned. Up to five days' leave may

be carried forward to the next leave year with the permission of the head of service/head teacher. Payment cannot be made for outstanding leave due. Employees and their managers should therefore plan, before the start of maternity leave, when and how the leave will be taken. Annual leave may be taken immediately before or immediately after maternity leave.

- 12.3. In schools, teachers accrue the right to statutory annual leave (28 days per year) during maternity leave. Term time only employees accrue the right to contractual annual leave during maternity leave. Annual leave entitlement can be offset by any period of school closure that takes place in the relevant leave year (September to August), before and after the maternity leave period. In the unlikely event that there are insufficient school closure days to account for statutory leave in the leave year, the teacher or term time only employee must be allowed to take her outstanding leave during term time in that year.
- 12.4. Where there is not enough time on the employee's return before the end of her annual leave year for her to take her remaining annual leave, she must be allowed to carry over her leave to the next leave year. An employee can be required to take this during the remaining periods of school closure after the employee's annual leave entitlement for that leave year has been accommodated.
- 12.5. It is recommended that schools seek further advice from Human Resources on determining whether a school employee should be able to take accrued leave entitlement during term time, if this appears to be necessary.

13. Other contractual arrangements

- 13.1. Employees who are members of the Local Government Pension Scheme (LGPS) or the Teachers' Pension Scheme (TPS) will have contributions deducted from statutory and occupational maternity pay at the usual rate. For unpaid maternity leave periods the employee will be given the opportunity to elect to purchase additional pension to 'buy back' the lost service. If the employee elects, within 30 days of her return to work, to make these payments, the employer will pay 2/3rd of the cost and the employee will pay 1/3rd of the cost. Payroll will advise the employee of the cost of buying the additional pension.
- 13.2. Employees with lease cars will be invoiced for their contribution throughout the maternity leave period, including any unpaid period. WBC will continue to pay the employer subsidy. If the employee does not return to work the usual car lease termination rules apply.
- 13.3. Employees in receipt of essential car user allowance will continue to receive the full allowance during each instance of maternity leave for a period of up to one year.
- 13.4. Employees who make use of the childcare salary sacrifice scheme will continue to receive this benefit throughout the maternity leave period. The Council will cover the costs of the scheme where there is no salary to sacrifice. OMP can be sacrificed; SMP cannot be sacrificed.
- 13.5. Employees with occupancy agreements which, are a requirement of their employment, will continue to be entitled to live in the accommodation they are provided with in accordance with the terms and provisions of their occupancy

agreement. The accommodation charge, as set out in the employee's occupancy agreement, will continue to be deducted from the employee's statutory and occupational maternity pay at the usual rate. Where there is no salary from which to deduct the accommodation charge, the employee will not be liable to pay the accommodation charge. If the employee does not return to work and is required to pay back the 50% pay element of their occupational maternity pay or if the employee chooses to suspend payment of the 50% pay element of their occupational maternity pay until they return to work, the accommodation charge will be reconciled to take account of this. If the employee does not return to work the usual occupancy agreement termination provisions will apply.

14. Contact during maternity leave

- 14.1. The manager/head teacher should maintain reasonable contact with the employee during her maternity leave. This may be by telephone, letter, email or personal visits agreed with the employee. Before the employee starts her maternity leave, it is a good idea to discuss how she and the manager will maintain contact with each other during the absence
- 14.2. The employee should be advised of any recruitment opportunities open to employees of the Council or school. The manager/head teacher should ensure that the employee is made aware of any other information relating to her job that she would normally have access to if she were at work, such as changes to the workplace, team structures etc.
- 14.3. The employee should be encouraged to keep in touch with her line manager during maternity leave.

15. Keeping in Touch (KIT)

- 15.1. With the agreement of the manager/head teacher the employee may undertake up to 10 days' paid work during her maternity leave. 'Keeping in Touch' (KIT) days are intended to facilitate a smooth return to the workplace. They may include attendance at training.
- 15.2. Any day on which the employee does paid work during the maternity leave period will count as one of the 10 permissible KIT days, even where the employee only works part of the day. It is for the manager/head teacher to agree with the employee what work is done on these days.
- 15.3. The employee cannot be required to work during her maternity leave, nor does she have a right to be offered work. KIT days are therefore a matter for agreement between the employee and her manager.
- 15.4. KIT days may be worked at any time during the maternity leave period, with the exception of the two weeks immediately after the birth.
- 15.5. Payment will be at the employee's normal rate of pay, and for part days she will be paid for the actual hours worked. If she is receiving SMP on that day, an amount equivalent to SMP will be deducted from her KIT payment so that her total payment for the day (pay plus SMP) is equivalent to her contractual entitlement for the hours worked.

16. Returning to work

- 16.1. If the employee returns to work after ordinary maternity leave, she is entitled to return to the same job in which she was employed under her original contract and on terms and conditions no less favourable than if she had not been absent, unless a redundancy situation has occurred. If the employee returns to work after a period of additional maternity leave she is entitled to return to the same job, or if this is not reasonably practicable to another suitable job that is on terms and conditions no less favourable.
- 16.2. 'Suitable job' for this purpose means the nature of the job she is employed to do and the capacity and place in which she is employed to do it.
- 16.3. If the employee is to return to work at the end of the additional maternity leave period (i.e. after 52 weeks) she does not need to give any additional notice of her intention to return.
- 16.4. If the employee wishes to return to work before the end of the AML she must provide written notice at least 21 days before the date on which she intends to return. If she fails to give 21 days' notice the manager/head teacher may postpone her return until the end of the 21 day period, or until the end of AML, whichever is sooner.
- 16.5. Shared parental leave – the employee may choose to end her maternity leave early in order to share an entitlement to statutory shared parental leave (and pay if qualifying) with her partner. See the [ACAS guide](#) on shared parental leave. The Council has a policy on [Shared Parental Leave](#).
- 16.6. Employees have the right to request flexible working arrangements on their return to work. See the Council [Flexible Working - 'Right to ask' procedure](#) or in schools, the school's flexible working procedure.
- 16.7. If the employee decides not to return to work, she must provide notice of her resignation in writing. The employee will not be expected to return to work her period of notice. Her last day of employment will normally be the date on which her period of notice expires.

17. Protection from victimisation, dismissal or detriment

- 17.1. Pregnant women are protected against victimisation, unfair dismissal and detriment for reasons relating to their pregnancy. It is unlawful for a woman to be selected for redundancy on grounds relating to pregnancy, childbirth or taking maternity leave.
- 17.2. Where a redundancy occurs during the maternity leave period, the employee is entitled to be offered suitable alternative employment where this exists. The alternative offered should be no less favourable than her previous job with regard to location, terms, conditions and status, and she should have the capacity for the work.
- 17.3. If a restructuring exercise takes place whilst an employee is on maternity leave, or if redundancy is possible, the manager/head teacher must make sure that the

employee is consulted and kept informed of the process. Human Resources advice should be sought at the earliest opportunity.

18. Fixed term contracts

- 18.1. Where an employee is on a fixed term contract, maternity rights apply for as long as she remains an employee. If the contract is due to end during the maternity leave, the maternity leave will end at the same time as the contract of employment. However, any outstanding entitlement to SMP will continue to be paid.
- 18.2. If the contract is due to expire after the end of maternity leave, the employee is entitled to return to work until the expiry of the contract.
- 18.3. Non-renewal of a fixed term contract is a dismissal in law. It will therefore be unlawful not to renew a fixed term contract for a reason connected with pregnancy, childbirth or maternity leave.

19. Data protection

- 19.1. When managing an employee's maternity leave and pay the Council/School processes data collected in accordance with data protection legislation. Data is held securely and accessed by and disclosed to individuals only for the purposes of managing maternity leave and pay. Inappropriate access or disclosure should be reported to the Council/school's Data Protection Officer immediately. It may also constitute a disciplinary offence which may be handled under the Council/school's disciplinary procedure.

20. Further information for employees

- 20.1. Breastfeeding - If you intend to breastfeed when you return to work, you should provide written notification to your manager of your intention to do so. Your line manager can then include this in the risk assessment that should be undertaken on your return to work. If you provide written notification in advance, this also gives your line manager an opportunity to try to identify somewhere suitable where you can express milk (this should not be the toilets) and somewhere for you to store your milk. If you think you may want to ask for flexible working hours, arranged around breastfeeding/expressing milk, you should also discuss this with your line manager before you return to work.
- 20.2. Not returning to work - If you are absolutely sure that you do not want to return to work before you start your maternity leave, you can use the maternity application form to indicate that you wish to resign from your post.
- 20.3. If you intend to return to work or are unsure about whether you want to return to work after your baby is born, you should use the maternity application form to indicate that you wish to take maternity leave and expect to return to work. You can change your mind after the birth of your baby.
- 20.4. Reduced hours on return to work - You may be eligible to request to work flexibly on return from maternity leave. Please see the [Flexible Working Request Procedure](#), available on the WBC intranet/school's flexible working procedure, for further information, or contact Human Resources. Requests to work part time following maternity leave should always be considered very carefully and agreed where

operationally possible. Further advice for managers is available from Human Resources.

- 20.5. Parental leave – You may be able to extend the maternity leave by combining it with a period of unpaid parental leave. There are qualifying criteria – non-school based staff can refer to the West Berkshire Council [Additional Leave Procedure](#) for further details. School-based staff should seek advice from their head teacher or Human Resources.
- 20.6. Shared Parental Leave – You may choose to end your maternity leave early in order to share an entitlement to statutory shared parental leave (and pay if you qualify) with your partner or father of the child. If you are interested in doing this, please see the [Acas guide](#) to shared parental leave. The Council has a policy on [Shared Parental Leave](#).
- 20.7. Childcare vouchers – Until 4th October 2018 West Berkshire Council operated a Childcare Scheme that enables employees to save both tax and National Insurance contributions on childcare costs. In certain circumstances an employee who took part in the scheme in the previous 12 months may be able to re-join the scheme. For more information please contact Payroll.
- 20.8. If you have additional queries, please contact Human Resources on 01635 503033 or you can visit the [Gov.uk](#) website for general information on child benefit, tax credits, Health in Pregnancy grant and other forms of support.

21. Appendix A – guide to maternity pay

This guide is an indication of the benefits due. Employees are advised to check their entitlements carefully and ensure that they comply with any notification requirements.

- OMP – Occupational Maternity Pay
- SMP – Statutory Maternity Pay
- EWC – Expected week of childbirth

Category 1				
Employee has;				
<ul style="list-style-type: none"> • more than 26 weeks service with the Council by 15th week before EWC AND • more than 1 year's continuous Local Government service by 11th week before EWC 				
	<i>Weeks 1-4</i>	<i>Weeks 5-6</i>	<i>Weeks 7 – 18</i>	<i>Weeks 19- 39</i>
<i>Teachers</i>	<i>Full pay (includes 90% pay SMP)</i>	<i>90% pay (includes 90% pay SMP)</i>	<i>Half pay OMP plus Standard Rate SMP*</i>	<i>Standard Rate SMP</i>
<i>Other employees</i>	<i>90% pay (includes 90% pay SMP)</i>	<i>90% pay (includes 90% pay SMP)</i>	<i>Half pay OMP plus Standard Rate SMP*</i>	<i>Standard Rate SMP</i>
*subject to half pay plus SMP not exceeding full normal pay				

Category 2				
Employee has;				
<ul style="list-style-type: none"> • less than 26 weeks service with the Council by 15th week before EWC AND • more than 1 year's continuous Local Government Service by 11th week before EWC. 				
	<i>Weeks 1-4</i>	<i>Weeks 5-6</i>	<i>Weeks 7 – 18</i>	<i>Weeks 19- 39</i>
<i>Teachers</i>	<i>Full pay OMP**</i>	<i>90% pay OMP**</i>	<i>Half pay OMP (plus MA where eligible)***</i>	<i>MA if eligible</i>
<i>Other employees</i>	<i>90% pay OMP**</i>	<i>90% pay OMP**</i>	<i>Half pay OMP (plus MA where eligible)***</i>	<i>MA if eligible</i>
**employees who are entitled to Maternity Allowance (MA) will have the amount of OMP in the first 6 weeks reduced by the equivalent of MA.				
*** subject to half pay plus MA not exceeding full normal pay				
Employees are responsible for seeking information about MA entitlement from Job Centre Plus, who will assess it on the basis of NI contributions over the period before maternity leave commences. Employees must advise Payroll when claiming MA.				

Category 3

Employee has;

- less than 26 weeks service with the Council by 15th week before EWC **AND**
- less than 1 year's continuous Local Government Service by 11th week before EWC.

Employees (whether teachers or non-teachers) will not be eligible for either SMP or occupational maternity pay.

Employees are responsible for seeking information about MA entitlement from Job Centre Plus, who will assess it on the basis of NI contributions over the period before maternity leave commences

Category 4

Employee has;

- More than 26 weeks' service with the Council by 15th week before EWC **AND**
- Less than 1 year's continuous local government employment at the 11th week before the EWC

	<i>Weeks 1-4</i>	<i>Weeks 5-6</i>	<i>Weeks 7 – 18</i>	<i>Weeks 19- 39</i>
<i>Teachers</i>	<i>90% pay SMP</i>	<i>90% pay SMP</i>	<i>Standard rate SMP</i>	<i>Standard rate SMP</i>
<i>Other employees</i>	<i>90% pay SMP</i>	<i>90% pay SMP</i>	<i>Standard rate SMP</i>	<i>Standard rate SMP</i>

22. Appendix B – Maternity Leave Application Form

Please complete and send this form to your manager/Headteacher, copied to Payroll, no later than 21 days before the date on which your maternity leave will start.

Name:	
Job title:	Service area/school:
Home address:	

This form is to formally advise the employer that I am pregnant	
I can confirm my baby is due on:	
I intend to commence my maternity leave on:	
I confirm that my MATB1 (medical certificate confirming pregnancy): (select one)	
<input type="checkbox"/> Attached to this form	
<input type="checkbox"/> Has already been sent to Payroll	
<input type="checkbox"/> Has been sent to Jobcentre Plus and I attach a copy (if less than 26 weeks service)	

You are not obliged at this stage to confirm whether it is your intention to return to work and, if you think you may not return, you are strongly advised not to commit yourself until after the birth of your baby. However, it would assist us greatly when arranging your maternity cover if you could give an indication of your thoughts at this stage. Indicating your choice does not commit you in any way and will in no way affect your rights to return to work or leave. You can alter your plans at any time, providing you give the appropriate notice.

Please select your choice regarding **Maternity Leave**:

I am thinking of returning to work	<input type="checkbox"/>	If selected, anticipated date of return:
I may not return to work but will confirm my intentions at a later date	<input type="checkbox"/>	
I do not wish to give an indication of my intentions at this stage	<input type="checkbox"/>	

For employees with more than 1 years' service, please select your choice regarding **Maternity Pay**:

I elect to receive Occupational Maternity Pay during my maternity leave. I understand that if I receive this I will have to repay the occupational maternity pay I receive plus NI if I do not return to work for the period required under the maternity procedure.	<input type="checkbox"/>
I DO NOT wish to receive Occupational Maternity Pay during my maternity leave, but would like to receive any OMP due as a lump sum upon my return to work for the period required under the maternity procedure.	<input type="checkbox"/>

Signed (employee)		Date	
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(Print, sign and scan before sending electronically)