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| **Maternity Leave Notification Form** |

This form should be completed to provide notification of your intention to take maternity leave. Your original MAT B1 certificate should be attached to the form. Please return the completed form and attached MAT B1.

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| **Your Personal Details** |
| **Title** |  |
| **Full name** |  |
| **Payroll Number** |  |
| **Job Title** |  |
| **Faculty / Department name** |  |

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| **Your Maternity Leave Details** |
| **Expected week of childbirth**(Please attach the original MATB1 given to you by your midwife/GP) | Click here to enter a date. |
| **Expected date of commencement of maternity leave**(You may take maternity leave from the 11th week prior to the expected week of childbirth) | Click here to enter a date. |
| **Expected date of return from maternity leave**(You may take a maximum of 52 weeks of maternity leave. Please note that you can change this date later on, but that the University requires a minimum of 8 weeks’ notice). | Click here to enter a date. |

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| **Confirmation** |
| **Line Manager’s name** |  |
| **Line Manager’s signature** |  |
| **Date** | Click here to enter a date. |

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| **HR to complete-** |
| **Details of maternity pay entitlements, depending on length of service** | **Select appropriate one** |
| Option One- IF THE STAFF MEMBER HAS MORE THAN 52 WEEKS SERVICE PRIOR TO 15TH WEEK BEFORE THE EXPECTED WEEK OF CHILDBIRTH: Entitled to 39 weeks’ pay during maternity leave as follows:**Maternity Leave begins on:**1. 18 weeks at full pay (including Statutory Maternity Pay (SMP\*))
2. 21 weeks at flat rate SMP\* (or 90% of earnings if this is less than flat rate SMP\*)
3. Additional leave will be unpaid

**Maternity Leave ends on:****Employee returns to work on:** |  |
| Option Two- IF THE STAFF MEMBER HAS MORE THAN 26 BUT LESS THAN 52 WEEKS SERVICE PRIOR TO 15TH WEEK BEFORE EXPECTED WEEK OF CHILDBIRTH: Entitled to 39 weeks’ pay during maternity leave as follows:**Maternity Leave begins on:**1. 6 weeks at 90% of your average weekly earnings
2. 33 weeks’ at SMP\* rate.
3. Additional leave will be unpaid

**Maternity Leave ends on:****Employee returns to work on:** |  |
| Option Three- IF THE STAFF MEMBER HAS LESS THAN 26 WEEKS SERVICE PRIOR TO 15TH WEEK BEFORE EXPECTED WEEK OF CHILDBIRTH:**Maternity Leave begins on:** They are not eligible to receive occupational maternity pay or statutory maternity pay, however they may be eligible to receive 39 weeks’ Maternity Allowance. Further information is available from the local Jobcentre Plus office or Social Security office.**Maternity Leave ends on:****Employee returns to work on:** |  |
| **HR Advisor:**  |