

## DEFINITION OF TERMS

Below you will find frequently used abbreviations regarding maternity regulations and their full meaning:-

Week	<b>A period of seven days.</b>
Childbirth	<b>Resulting in a living child, or after 24 weeks of pregnancy, the issue of a child, alive or stillborn.</b>
EWC: Expected Week of Childbirth	<b>The week in which the baby is expected.</b>
EDC: Expected Date of Childbirth	<b>The date the baby is expected to be born.</b>
OMP: Occupational Maternity Pay	<b>DRH's maternity scheme that provides for eight weeks at average pay and ten weeks at half average pay, for <u>eligible</u> employees.</b>
SMP: Statutory Maternity Pay	<b>A weekly payment made by the employer, for <u>eligible</u> employees, for a maximum of 39 weeks. There are two rates: Higher Rate – 90% of average gross weekly earnings. Lower Rate – a set amount per week (reviewed April of each year) £124.88 for 2010/11 or 90% of gross average weekly pay if lower.</b>
QW: Qualifying Week	<b>The 15<sup>th</sup> week before the expected week of childbirth for SMP. Also, associated with DRH's own maternity scheme where this is the 11<sup>th</sup> week before the EWC.</b>
MAT B1:	<b>Maternity Certificate issued by your Doctor or Midwife, which confirm the expected date of childbirth (EDC).</b>
CML: Compulsory maternity Leave	<b>The 2 week period starting on the day of childbirth may extend OMLP in unusual circumstances.</b>
OML: Ordinary maternity Leave	<b>Runs for a maximum period of 26 weeks, starting not earlier than 11 weeks before the EWC. Is likely to run concurrently with CML.</b>
AML: Additional maternity Leave	<b>Starts on the day following the end of the OML and continues until the end of a period of 26 weeks.</b>

## INTRODUCTION

### What do you need to know if you are pregnant?

- When will I leave work?
- Do I get paid?
- When do I come back?
- Do I have to come back?

Maternity leave and pay can appear complex with different types of pay for some, different qualifying times and abbreviations.

### Put simply:

- **All** pregnant employees are entitled to 26 weeks ordinary maternity leave (OML) and 26 weeks additional maternity leave as long as the necessary notice and evidence is given to the employer. This applies to all pregnant DRH employees whether full time, part time or bank and regardless of how long the employee has worked for us.
- You **may** receive some pay from DRH for this period of time, either Occupational Maternity Pay (OMP) or through Statutory Maternity Pay (SMP) or Maternity Allowance (MA) from the Department of Works and Pensions (DWP).
- You must inform your line manager in writing eight weeks before you wish to return to work whether you are wishing to return to work at the end of OML or AML. Failure to do so may delay your return to work.
- You will need to have regular risk assessments during your time at work prior to maternity leave and again on your return from maternity leave.
- You will need to write to your line manager to inform them that you are pregnant, ideally as soon as possible to ensure a risk assessment can be completed for you.
- You must notify your line manager no later than the end of the 15<sup>th</sup> week before the expected week of childbirth (EWC) to qualify for maternity leave. When notifying your line manager you must state the following:-
  - The fact that you are pregnant.
  - The expected date of the baby's birth
  - The intended start date of your maternity leave – this cannot be earlier than the beginning of the 11<sup>th</sup> week before the EWC. The expected date of birth is given on the MATB1 form that the employee receives from their registered doctor or midwife to confirm that they are pregnant.

These guidelines contain further details

### Remember:

**If at any time you are unsure or confused by any aspect of this Guide do not hesitate to discuss this with your Manager**

## 1. WHAT THE EMPLOYEE MUST DO

All pregnant employees (i.e. work under a contract of employment) are entitled to 52 weeks' maternity leave (26 weeks ordinary maternity leave and 26 weeks additional maternity leave) regardless of their length of service.

You should notify your line manager in writing by the 15<sup>th</sup> week before your EWC of your intention to take maternity leave. The information you need to include in your letter is as follows:-

- a. That you are pregnant
- b. The expected date of childbirth
- c. The date on which you expect to start your maternity leave. This cannot be earlier than the beginning of the 11<sup>th</sup> week before the EWC. The expected date of birth is given on the MATB1 form that you receive from their registered doctor or midwife to confirm that you are pregnant.

You will be able to change your mind about when you start your leave but you need to tell your manager at least 28 days in advance. Sometimes this is not possible, due to premature birth for example, in which case you should notify DRH as soon as is 'reasonably practicable'. Failure to do the above means that you may no longer be entitled to OML.

### 1.1 Requesting Maternity Leave

You should complete a **Maternity Leave Request Form (P6)** with your Manager. You will need to have considered whether or not your intention is to return to work after your period of maternity leave (see **Section 4**). This is particularly useful to know in advance, where possible, so that a temporary replacement can be found while you are away.

You should give your Manager the **Maternity Certificate (MATB1)** as soon as it is issued (but not before the 20<sup>th</sup> week of pregnancy) by your Doctor/Midwife. This certificate provides details of your Expected Date of Childbirth (EDC) and is essential in order to ensure correct payment of maternity pay. You may need to request this at your ante-natal visits.

### 1.2 Risk Assessment

Once you have notified your Manager **in writing** of your pregnancy, a risk assessment should be conducted using the relevant forms (see **Section 3**) to identify any areas of risk in your daily work that need to be reduced or eliminated.

### 1.3 Annual Leave

Contractual annual leave will continue to accrue throughout both OML and AML regardless.

You may **not** take annual leave during maternity leave.

Irrespective of whether you are coming back afterwards, you may want to agree to take any untaken annual leave before and/or after your maternity leave. The benefits of doing this are:

- a) Maternity leave is extended.
- b) The Manager is notified and agrees in advance and is better able to manage your replacement.

Tagging annual leave on the front or back of your maternity leave in this way is particularly useful if you are concerned about any annual leave that may be lost if your maternity leave dates coincide with the end of the leave year, i.e. 31 March.

DRH have a policy that only 5 days contractual annual leave can be carried forward from one leave year to the next and must be used by the end of May of the new leave year. Therefore, if your Statutory Maternity Leave (SML) is likely to straddle two leave years it may be better to take your annual leave before you start your SML and therefore you will ensure you will not miss out on any annual leave entitlement.

DRH does not pay an employee in lieu for any untaken contractual annual leave unless DRH or you terminate your employment contract.

#### 1.4 **Contractual Rights and Obligations**

An employee is entitled to benefit from all her contractual terms and conditions – except remuneration – throughout her **entire** maternity leave period, i.e. during both OML and AML. Incremental dates are unaffected by paid or unpaid maternity leave.

For DRH employees who are members of the NHS Superannuation Pension scheme and who are intending to return to work following maternity leave the entire maternity leave period is pensionable regardless of whether it is paid or unpaid. Member contributions are deducted on the amount of pay actually received. If a member goes on to nil pay then the contributions will be based on the amount they were receiving immediately prior to nil pay commencing. The deductions will be collected once the member returns to work, over the same number of months as the unpaid leave was taken. DRH will make employer pension payments through out the paid and unpaid maternity leave period. The payments will be based on the employee's normal salary, i.e. the salary payable immediately prior to maternity leave commencing

For DRH employees who are members of the Friends Provident Group Personal Pension Scheme and who are intending to return to work the paid maternity leave period is deemed pensionable, i.e. 26 weeks of OML and 13 weeks of AML. This means that DRH will continue to make pension contributions based on your normal salary whilst you are on paid maternity leave, i.e. the salary payable immediately prior to maternity leave commencing. The employee contributions are deducted on the amount of pay actually received. When the employee goes on to nil pay then pension contributions will no longer be made by DRH or by the employee, i.e. during the last 13 weeks of AML as this period is unpaid.

#### 1.5 **Return to work**

DRH expects that you will take your full entitlement to maternity leave (both OML and AML) and therefore does not expect you to return to work until your full entitlement expires. However, if you have notified us previously of a different date (on the P6 for example), then that will be when we will expect you to return.

If you wish to change the date when you intend to return to work you must give DRH at least eight weeks notice in writing. If you do not give adequate notice, your Manager may not be able to take you back on that date and may have to postpone your return for up to eight weeks, but not later than the normal end of your maternity leave.

During the last eight weeks of your maternity leave we will write to you to confirm your return to work details and you should try to meet with your manager and complete a form P6A Return to Work form to reactivate your salary payments.

When you return to work during or at the end of your AML period you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

However, if it is not reasonably practicable for DRH to let you return to your old job, DRH will offer you a job:

- that is both suitable and appropriate for you to do
- on terms and conditions that are no less favourable than those for your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

## 1.6 **Not returning to work**

If you have stated on your P6 that you intend to return to work but once your baby is born decide that you no longer want to return to work you must notify your line manager in writing giving at least one months notice as per your contract of employment.

If you have been in receipt of OMP during your maternity leave period and you have informed your Manager that you no longer want to return to work you will have to repay any OMP paid to you.

## 2. **ANTENATAL CARE**

All employees, regardless of their length of service are entitled to reasonable time off work with pay, for antenatal care. To attend such appointments you should give advance notice. You may be required to produce a certificate of pregnancy and/or appointment card for your Manager.

### 2.1 **Sickness during pregnancy**

If, when you completed the P6 Form (Appendix 1) your intention was to work beyond the eleventh week before the baby is due (EWC) and after this time you suffer an illness **unrelated** to your pregnancy, then it should be treated as normal sickness absence. If, however, the illness occurs after the fourth week before the baby is due and is **pregnancy related** your ordinary maternity leave (and pay) will automatically commence on the day after the start of the fourth week before the EWC.

NB The BA provide a booklet entitled 'Pregnancy Related Illness' (leaflet N1200) which lists common diseases and their relationship to the last weeks of pregnancy and can be referred to if necessary.

### 2.2 **Serious problems with the pregnancy**

In the majority of cases everything progresses as normal, but it is important that we provide information about entitlements if this is not the case. In cases of still birth after the start of the 25<sup>th</sup> week of pregnancy, entitlement to SMP would still apply. However, if a miscarriage occurs earlier than this, SMP is not payable but there may be an entitlement to SSP or other sickness benefits.

## 3. **RISK ASSESSMENT**

*Regardless of Length of Service or hours of work, all staff who are new and/or expectant mothers have certain rights under the Management of Health and Safety at Work (Amendment) Regulations 1994.*

What is clear is that to fall within the provisions of the above Regulations, you must actually inform DRH **in writing** that you are either pregnant, recently given birth, or are breast feeding.

From here, you and your Manager together should complete a 'Risk Assessment for New and Expectant Mothers at Work' (see Appendix 2). Copies can be obtained from your Liaison Officer.

The Risk Assessment is carried out to determine whether there is any potential risk to your Health and Safety which may affect your pregnancy. This is done by assessing the physical, biological and chemical hazards in your workplace.

Once the assessment has taken place, your Manager must decide what measures should be taken to avoid/eliminate or reduce the potential risk. This may on occasion mean a temporary adjustment to your working conditions. In extreme cases, where the risk cannot

be eliminated to an acceptable level, a temporary change in your type of work may be offered.

## **VDUs**

DRH are able to reassure those who work with Display Screen Equipment (VDUs) of your safety during pregnancy whilst using this equipment. The Health and Safety Executive has confirmed this through many studies. However, if you are still anxious about this, you should consult either your Doctor or Occupational Health Advisor who are adequately informed to give advice and information on this subject.

## **4. MATERNITY LEAVE**

All DRH employees are entitled to 52 weeks maternity leave (26 weeks ordinary maternity leave and 26 weeks additional maternity leave) irrespective of their length of service.

Employees can continue to work as close to the date of birth as they are able, and still retain their full 52 week entitlement to Maternity Leave. This is, of course, subject to satisfactory Risk Assessment (see Section 3)

Employees who meet certain criteria may qualify for **pay** during maternity leave.

### **Ordinary Maternity Leave – OML**

The OML starts on the earlier of

- a) the date that you notify us that you intend to start
- b) the day after the first day of the 4<sup>th</sup> week before the EWC, if you are absent and it is due to a pregnancy related cause, or
- c) the day after the birth occurs

It may not start earlier than 11 weeks before EWC.

During your entire maternity leave period, i.e. during both OML and AML you are entitled to benefit from all your contractual terms and conditions except for remuneration, which will be dealt with later.

### **Compulsory Maternity Leave – CML**

An employee **must** take a minimum of two weeks' leave after the birth of her child.

#### **4.1 Additional Maternity Leave – AML**

This is a period 26 weeks which starts the day following the end of the OML. The first 13 weeks of AML will be paid leave and the final 13 weeks of AML will be unpaid leave.

All pregnant employees are entitled to AML as well as OML.

#### **4.2 Paid Maternity Leave**

Pregnant DRH employees who meet qualifying conditions based on their length of service and average earnings are entitled to up to 39 weeks Statutory Maternity Pay. Qualifying conditions based on length of service and average earnings are outlined in Section 5.

#### **4.3 Unpaid Maternity Leave**

All pregnant employees are entitled to 52 weeks Maternity Leave regardless of their length of service. However if you have not been employed by DRH for at least 26 weeks extending into the 15<sup>th</sup> week before the expected week of childbirth, **all** of this will be unpaid. You may of course be entitled to Maternity Allowance. Refer to quick guide in Section 7.

#### **4.4 Split Maternity Leave**

Should you have your baby earlier than the eleventh week before it is due and the child has a stay in hospital, you can choose to split your maternity leave. If you prefer, you may take the remainder of leave following your baby's discharge from hospital.

#### **4.5 Parental Leave** – see Parental Leave Policy

#### **4.6 Fixed Term Contracts**

You will still be entitled OML and you may be entitled to OMP if you fulfil the criteria and as long as your Fixed Term Contract does not expire before the **11<sup>th</sup>** week before your expected week of childbirth (EWC). In these circumstances your contract will be extended to enable you to receive the full leave and pay due.

If you do not qualify for OMP you may qualify for SMP if :-

- your contract expires after the 15<sup>th</sup> week before EWC but before 14 weeks after EWC.

In these circumstances your contract will be extended to allow you to receive SMP, but not unpaid leave.

#### **4.7 Bank Contracts**

If you hold a bank contract and work on an 'as and when' basis you will **not** be eligible for OMP, but you may be eligible for SMP. Your average weekly earnings must not be less than the lower earnings limit for payment of National Insurance Contributions (NIC) for the 8 week period prior to the 15<sup>th</sup> week before your baby is due.

**Please seek advice from your Manager or from Finance Department**

### **5. MATERNITY PAY**

There are three types of maternity pay, each one different to the others in terms of amount and eligibility. What you receive is determined by:

- How long you have worked for DRH
- How much you get paid
- Whether or not you wish to return

The three types are covered in depth in this section. Please refer to the quick guide in Section 7 for ease of reference.

Principally they are as follows:

- DRH Occupational Maternity Pay (OMP)
- Statutory Maternity Pay (SMP)
- Maternity Allowance (MA)

The first one is DRH's own maternity scheme whereas the following two are government schemes.

## 5.1 Occupational Maternity Pay (OMP)

OMP is paid at the rate of full (average) pay for the first eight weeks, followed by half (average) pay for the next ten weeks. This is paid to women employees, whether full or part time, who:

- a) Intend to return to work and do so for a minimum period of 3 months
- b) Have at least 12 months continuous service with DRH prior to qualifying week
- c) Notifies DRH at least 28 days before commencing maternity leave by completing Form P6
- d) Submit a Mat B1 Maternity Certificate (attached to Form P6) normally provided at around 20<sup>th</sup> week of pregnancy by the Doctor or Midwife

NB Employees who are eligible for OMP and SMP (See Section 5.2) will receive half (average) pay plus lower rate SMP for 9 – 18 weeks of their maternity leave (subject to a maximum of full pay where half (average) pay plus paid SMP exceeds this)

## 5.2 Statutory Maternity Pay (SMP)

There are two rates of SMP, paid to eligible employees:

1. **Higher Rate** - a weekly rate equivalent to 90% of full (average) pay, paid for a period of 6 weeks
2. **Lower Rate** - £124.88\* per week or 90% of full average pay if lower, payable for the remaining 33 weeks of the Maternity Pay Period

SMP may start on any day of the week.

\*as at 1 April 2010 – reviewed April of each year

SMP is payable to employees who have at least 26 weeks of continuous employment with DRH extending into the 15<sup>th</sup> week before the expected week of childbirth i.e. the qualifying week and have average earnings above the lower earnings limit for National Insurance Contributions during the qualifying period.

## 5.3 Maternity Allowance (MA)

MA may be available to employees who do not qualify for SMP. It is a weekly benefit paid direct by the DWP. If you are not entitled to SMP, the Payroll Department will provide you with a completed DWP form SMP1 which explains why SMP is not payable. This will be done by the Payroll Department once they are in receipt of the MATB1 and as soon as they have been able to consider your eligibility for SMP. You should then hand it to your local Job Centre Plus Office (part of the DWP) to claim MA.

## 5.4 Keep in Touch (KIT) Days

DRH employees during their maternity pay period can do some work for DRH under their contract of service without losing their SMP for that week. They can work for up to 10 days, whether consecutive or not. This enables employees to undertake odd days of training or to go into work on occasion to "Keep in Touch" (KIT).

This provision is designed to help ease a woman's eventual return to work and to make it easier for her to keep in touch during her leave from work.

Both DRH and the employee **must** agree that these days may be worked and the arrangements including what work she will be doing. DRH will pay the employees normal contractual hourly rate for any KIT days worked.

DRH has no right to demand that any such 'KIT' days are worked and the employee has no right to demand that she works KIT days if this is not deemed necessary by the Home Manager.

**N.B.** Any amount of work done on a KIT day counts as one KIT day. Therefore, if an employee comes in for a one hour training session and does no other work that day, she will have used up one of her KIT days.

If work on a KIT day straddles midnight, this counts as one KIT day – as long as this is the employee's normal working pattern.

## 6. RETURN TO WORK

**It is against the law for an employee to return to work before 14 days after the birth of her baby.**

At the end of your OML you have an automatic right to return to work to the job in which you were employed:

- i) on terms and conditions no less favourable than those which would have been applicable had you not been absent on maternity leave
- ii) with the same seniority, pension rights and similar rights as they would have been had you not been absent on maternity leave
- iii) if you have had any unpaid maternity leave and you are in the NHS superannuation scheme in order to keep your service intact you will have to pay contributions for the unpaid leave period. This will be deducted from your salary on return to work over the same number of months as you have taken unpaid leave and is based on the sum you paid prior to the start your OML.

At the end of any AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

### Reduced Hours

Whilst there is no express right in law to return to work on reduced hours DRH are committed to pursuing family friendly policies and will **wherever possible** meet the expectation of women wanting to return to more flexible working arrangements, i.e. part time hours or job sharing. Ideally you should discuss this as soon as possible with your Manager.

Further details on job sharing can be found in DRH's Job Share Policy.

## 7. Quick Guide

There are a number of different situations leading to different entitlements for maternity leave and pay. It is hoped that the scenarios below will help you to work out what your entitlements are likely to be.

Bank staff have no entitlement to OMP but the same entitlement to the statutory scheme as permanent staff members.

All pregnant employees will be entitled to a total of 52 weeks maternity leave regardless of their length of service.

NB

- **QW** is 15 weeks before the start of the EWC
- **QP** is the 8 weeks prior to the start of the QW
- **LEL** is the lower earnings limit for national insurance contributions

Scenarios

Entitlements

1. Regardless of length of service	OML & AML
2. > 26 weeks < 52 weeks service at the QW plus earnings <b>under</b> LEL in the QP	OML & AML only
3. > 26 weeks < 52 weeks service at the QW plus earnings <b>over</b> the LEL in the QP	OML, AML & SMP
4. > 52 weeks service at QW plus earnings <b>under</b> LEL in the QP plus states <b>not</b> intending to return to work or wishes to keep options open	OML & AML only
5. > 52 weeks service at QW plus earnings <b>over</b> LEL in the QP plus states <b>not</b> intending to return to work or wishes to keep options open	OML, AML & SMP
6. > 52 weeks service at QW plus earnings <b>under</b> LEL in the QP plus states <b>is</b> intending to return to work	OML, AML & OMP
7. > 52 weeks service at QW plus earnings <b>over</b> LEL in the QP plus states <b>is</b> intending to return to work	OML, AML, OMP & SMP

## 8. QUESTIONS AND ANSWERS

The following questions and answers are arranged to follow the progress of a pregnancy.

### 8.1 Sickness during pregnancy

Q If I am sick before my 11<sup>th</sup> week, this is to be treated as normal sickness absence, is this right?

A *Yes, this should be treated under the normal sickness absence policy*

Q So what if I am sick after my 11<sup>th</sup> week?

A *If the illness is not related to your pregnancy then it will continue to be treated under DRH's sickness absence policy. If, however, the illness occurs after the 4<sup>th</sup> week before EWDC and is pregnancy related, your maternity leave and pay will commence.*

Q I have heard that I can start my maternity leave at any time between the 11<sup>th</sup> week before the EWC and the day on which the baby is born, is this true?

A *Yes, but you must inform DRH at least 4 weeks in advance of taking your leave, so you will have to give a tentative date. Don't forget the above rule applies regarding sickness in your final 4 weeks.*

### 8.2 Maternity Leave

Q Do I accrue annual leave during my period of maternity leave?

A *Yes, you are entitled to your full contractual rights during ordinary maternity leave period.*

Q I am a little confused by the term 'Qualifying Week', what exactly does this mean?

A *In order to qualify for SMP an employee must be employed in the Qualifying week (QW) i.e. the 15<sup>th</sup> week before your Expected Week of Childbirth (EWC). You do not have to be physically present at work in this 15<sup>th</sup> week in order to qualify, indeed you may even be on annual leave or sickness absence. However YOUR CONTRACT OF EMPLOYMENT MUST CONTINUE TO EXIST.*

Q Does my previous maternity leave count towards continuous service?

A *Yes, if you returned to work following maternity leave, those weeks are counted towards continuous service.*

Q What if I have a fixed term contract, am I entitled to maternity leave?

A *It will depend on your length of continuous DRH employment. Please refer to Section 4.8.*

Q Will I still be due my increment even though I have taken maternity leave during the year?

A *Irrespective of whether the maternity leave is paid or unpaid, it counts towards the normal annual increment date. If your increment is due during your absence on maternity leave, this will be paid to you. This will mean that your earnings during the 8 weeks prior to the QW will be uplifted to reflect the increment and any money owing will be back dated to the start of your MPP. (See Question 8.3).*

### 8.3 Maternity Pay

Q I understand that due to my length of service I am entitled to the DRH or Statutory Maternity Pay, but how do you arrive at my average weekly earnings?

A *The calculation is made using a complex series of formulas provided certain criteria are met However, as a general guide:*

1. *We work out your average weekly earnings over an 8 week period.*
2. *This 8 week period is generally weeks 17-25 of your pregnancy.*
3. *We add together the gross payments made to you in that 8 week period.*
4. *We divide this by the number of calendar months (e.g. 2)*
5. *We then multiply this figure by 12 (months in a year)*
6. *We then divide this figure by 52 (weeks in a year)*

***The result is your average weekly earnings.***

- Q How will I be affected if DRH awards a back dated pay rise?  
A *DRH will recalculate your average weekly earnings and pay any arrears that you are due, as if you had received the pay rise on the date it was due. Please contact Payroll if you think this applies to you and you are unsure whether you have received the element of back pay.*

#### **8.4 NHS Superannuation Scheme**

- Q I have informed DRH that I do not intend to return to work after my baby is born. Does my membership of the Pension Scheme end on my last working day?  
A *A member who goes on maternity leave without intending to return to work should for pension purposes be regarded as ending their job on their last day of work (including any outstanding annual leave). Their maternity pay would not be pensionable.*
- Q I intend to return to work after my baby is born. I understand the importance of keeping my service intact for pension purposes, but how will my membership be affected during my maternity leave period?  
A *A member who intends to return to work following maternity leave is pensionable regardless of whether they are paid or unpaid. Member contributions are deducted on the amount of pay actually received. If a member goes on to nil pay then the contributions will be based on the amount they were receiving immediately before nil pay commenced. DRH will make payments based on the normal salary, i.e. the salary payable immediately prior to maternity leave commencing.*
- Q What if I am on unpaid maternity leave – how will you make the deductions then and how will this affect my scheme membership?  
A *In order to keep your service intact, the pension contributions you should have made during the period of unpaid leave will be deducted when you return to work. They will be deducted over the same number of months as you have taken unpaid leave.*

## 9. CHECKLIST FOR EMPLOYEES

Having read the preceding pages you will now have an overview of the key tasks required of you to ensure a smooth maternity break. However, the following provides a checklist of things you will need to do before and after you go. **Please feel free to photocopy this sheet for your own use.**

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- 1. Inform your Manager in writing of your pregnancy
- 2. Undertake a Risk Assessment with your Line Manager
- 3. Read this Maternity Guide and seek further advice from your Manager if required
- 4. Continue with follow-up Risk Assessment
- 5. Discuss your maternity leave with your Manager as soon as you feel you have formed a view on what you would like to do in terms of leave etc. and your return to work details
- 6. Complete, with your Manager, an Application for Maternity Leave Form (P6) ensuring the Maternity Pay dates are correct
- 7. Forward the P6 together with Mat B1 Form (provided by your GP/Midwife at around 26 weeks) to your Manager as soon as you are able
- 8. On receipt of the above your Liaison Officer will confirm in writing your maternity leave details
- 9. Enjoy a relaxing (but eventful) break and keep in touch with your Manager ..... everybody wants to know the outcome!

### **IF YOU ARE RETURNING .....**

- 10. Let your manager or LO know the actual date your baby was born.
- 11. If you want to return to work before the end of your OML or your AML you must remember to give at least eight weeks notice – the more the better
- 12. Welcome back! Complete a P6A Return to Work Form with your Manager, even if you are taking annual leave, as this is **essential in order to kick start your pay back into action.**

## 10. FURTHER HELP AND SUPPORT

There were various organisations, charities and support groups who provide help, advice and information for parents and children. Listed below are some organisations who may be of help to you and your family before, during and after your maternity period.

<b>NAME OF ORGANISATION</b>	<b>ADDRESS/ TELEPHONE NO</b>	<b>WHAT THEY DO</b>	<b>CONTACT INFORMATION</b>
WELL-BEING	27 Sussex Place Regents Park London NW1 4SP  Tel: (0171) 7239296	Well-being is a mother and baby research charity dealing with many of the problems of pregnancy and children. Main topics covered include miscarriage, high blood pressure, early diagnosis of abnormality and infertility	Please send a large S.A.E. giving details of your query for helpful fact sheets
ROYAL SOCIETY FOR THE PREVENTION OF ACCIDENTS (ROSPA)	Edgebaston Park 353 Bristol Road Birmingham B5 7ST  Tel: (0121) 2482000	ROSPA is a registered charity offering advice on safety in the home, workplace and school.	Write with query sending S.A.E. for useful fact sheets including specific information on safety for children at home.
TAMBA (The Twins and Multiple Births Association)	The National Secretary 41 Fortuna Way Aylesby Park Grimsby South Humberside DT37 9SJ	A self-help organisation which supports families with twins or more both individually and through twin clubs. They also actively promote public and professional awareness of their needs.	Please send a large S.A.E. for information.
DAY CARE TRUST/ NATIONAL CHILD-CARE CAMPAIGN	4 Wild Court London WC2B 4AU  Tel: (0171) 4055617/8	Aims to provide front line information services to all child carers, parents, nursery staff and health care providers, as well as providing a public platform for all those who advocate increasing and improving day-care services for all children.	Tuesday and Thursday 11 am – 1 pm 2 pm – 4 pm

<b>NAME OF ORGANISATION</b>	<b>ADDRESS/ TELEPHONE NO</b>	<b>WHAT THEY DO</b>	<b>CONTACT INFORMATION</b>
NATIONAL COUNCIL FOR ONE PARENT FAMILIES	255 Kentish Town Road London NW5 2LX  Tel: (0171) 2671361	For free and confidential advice on matters relating to pregnancy, housing problems, as well as training courses for the one parent wishing to return to work.	Send an S.A.E. for further details and information on local groups. Advice department closed on Wednesdays.
PLAY MATTERS, THE NATIONAL ASSOCIATION OF LEISURE AND TOY LIBRARIES	68 Churchway London NW1 1LT  Tel: (0171) 3879592	Organises libraries of toys for families with children to borrow in the same way as with books	Please contact them for details of toy libraries in your area.
GINGERBREAD	16/17 Clerkenwell Close London EC1R 0AA  Tel: (0171) 3358183	Gingerbread is a registered charity and aims to offer advice and information to lone parents.	They will supply lists of local self-help groups on request.
HEALTH EDUCATION AUTHORITY	Mabledon Place London WC1H 9TZ	A network of local groups offering mutual support, friendship, information, advice and practical help. For leaflets and helpful publications about topics such as stopping smoking, childhood disease and aspects of pregnancy.	The address and telephone number of your local unit will be in your local phone directory (look under Health Authorities).
NATIONAL CHILDBIRTH TRUST	Alexandra House Oldham Terrace Acton London W3 6NH  Tel: (0181) 992863	Offers informative support in pregnancy, childbirth and early parenthood and aims to enable every parents to make informed choices.	Local branches offer antenatal classes, breast feeding counsellors, post natal support groups and disabled parent groups.
MISCARRIAGE ASSOCIATION	Clayton Hospital Northgate Wakefield West Yorkshire WF1 3JS  Tel: (01924) 200799	Registered National Charity providing information and support on all aspects of miscarriage.	Provides leaflets, information packs and telephone support.

Dated February 2010  
Review date February 2013 or when changes take place

**APPLICATION FOR MATERNITY PAY**

**PART 1 – For Completion by Employee:**

Full Name:	Location:
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**PART 2 – For Completion by Employee/Manager:**

Continuous service with DRH has been from (date):		
<b>LENGTH OF SERVICE please tick:</b>		
(a) I have at least have one year’s service		<input type="checkbox"/>
(b) I have at least 26 weeks service by the notification date, but less than one year		<input type="checkbox"/>
(c) I have less than 26 weeks service by the notification date:		<input type="checkbox"/>
<b>RELEVANT DATES</b>		
My expected date of childbirth (EWC) is:		
Qualifying week for DRH OMP (11 weeks before EWC):		
Notification week for SMP (15 weeks before EWC):		
Ordinary Maternity Leave requested from (date):		
Expected date of return to work:		(no more than 52 weeks after start OMP)
<b>RETURN TO WORK INTENTION (for OMP purposes) please tick one only:</b>		
(a) I intend to return to work: <b>I understand that I am required to return to work within a maximum of 1 year from the date of commencement of Maternity Leave and to remain in employment for a minimum period of 3 months. Failure to meet the commitments will result in my having to refund all my maternity pay (except for the SMP due to me).</b>		<input type="checkbox"/>
(b) I do not intend to return to work:		<input type="checkbox"/>
(c) I wish to keep my option open regarding my return to work and undertake to advise my Manager of my decision at least eight weeks before the end of my maternity leave period:		<input type="checkbox"/>
Maternity Pay to commence	From:	Until: (39 weeks in total)
<i>I understand that in order to keep my Superannuable Service intact I will have to pay Superannuation Contributions on any unpaid leave that I may take. This will be recovered from my salary on return to work over the same number of months as I have taken unpaid leave.</i>		
Signature of Applicant: .....		Date: .....

**PART 3 – For Completion by Manager**

Expected date of confinement verified.	YES / NO
Mat B1 Form must be attached (provided by GP/Midwife at around 26 weeks of pregnancy).	
Signature of Manager: .....	Date: .....

**This form should be completed by the Employee and Manger and forwarded to Payroll. Confirmation of above dates will be made by the Liaison Officer.**



## NEW AND EXPECTANT MOTHERS AT WORK

### RISK ASSESSMENT

#### **POLICY STATEMENT**

The Pregnancy Amendment of the Management of Health and Safety at Work Regulation 1992 has been in force since December 1994.

It is the policy of DRH to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees.

Where an employee becomes pregnant and **NOTIFIES DRH IN WRITING** a risk assessment will be undertaken to ensure that potential risks to mother and foetus are identified and action taken to reduce those risks to a minimum.

Where the risk remains unacceptable high, the employee may be temporarily redeployed and where this is not possible placed on paid leave.

#### **PROCEDURE**

It is the responsibility of management to undertake risk assessments in conjunction with the employee. Further advice or information can be sought from Occupational Health.

Please indicate which, if any of the hazards you encounter at work, using **Appendix A**.

Complete **Appendix B** for **EVERY HAZARD**.

Complete the whole process every time assessment is conducted (you may have to complete several whole assessments throughout the duration of the pregnancy)

Complete an assessment weekly if the employee is continuing work beyond 29 weeks (earliest qualifying week to commence occupational maternity leave pay)

Complete **Appendix C** – Return to work risk assessment only once if the employee is breastfeeding.



NEW AND EXPECTANT MOTHERS AT WORK

RISK ASSESSMENT

**(To be used when the employer has been notified in writing of pregnancy or return to work whilst breastfeeding).**

NAME OF EMPLOYEE	HOME:
POST TITLE:	DATE
DATE NOTIFIED OF PREGNANCY:	WEEK OF PREGNANCY
EXPECTED DATE OF DELIVERY:	DATE OF PREVIOUS ASSESSMENT

**To be completed by the Employee/Manager. Any queries relating to this procedure should be discussed with your Manager or the Occupation Health Staff.**

**Please indicate which, if any, of the following hazards you encounter at work.**

PHYSICAL HAZARDS	NO	YES	COMMENTS
Shocks, vibration			
Manual handling of loads			
Excessive noise			
Ionising Radiation (e.g. X-rays)			
Non-ionising electromagnetic Radiation (e.g. Microwaves)			
Extremes of heat or cold			
Travel			
Extremes of movement or uncomfortable prolonged postures			
Physical pressures/fatigue			
Mental pressures/fatigue			
Others (Define)			

CHEMICAL HAZARDS (See your COSHH Assessments)	NO	YES	COMMENTS
<b>Substances Labelled:</b> R40 possible risk of irreversible effects			
R 45 may cause cancer			
R46 may cause heritable genetic damage			
R 47 may cause birth defects			
R61 may cause harm to the unborn child			
R63 possible risk of harm to the unborn child			
R64 may cause harm to breast fed babies			
Cytotoxic drugs			
Mercury and derivatives			
Lead and derivatives			
Carbon Monoxide			
Chemicals readily absorbed through the skin			
Anaesthetic gases			
Others (define)			

BIOLOGICAL HAZARDS	NO	YES	COMMENTS
Typhoid Toxoplasma Cytomegalovirus			
Hepatitis B			
Hepatitis C			
HIV (AIDS Virus)			
Herpes			
Tuberculosis			
Syphilis			
Chicken-pox			
<b>Any other:</b> Please define:			



NAME	
DATE	
WEEK OF PREGNANCY	
EXPECTED DATE OF DELIVERY	

**RISK/HAZARD IDENTIFIED:**


**HOW CAN RISKS BE REDUCED:**


**CONCLUSIONS/OUTCOME:**


SIGNED: MANAGER

SIGNED: EMPLOYEE





**TO BE USED WHEN ADVICE IS SOUGHT FROM OCCUPATIONAL  
HEALTH OR A MEDICAL SOURCE**

DATE	NOTES	MANAGER/OH ADVISOR'S SIGNATURE



RETURN TO WORK RISK ASSESSMENT

NAME OF EMPLOYEE:
HOME:/POST TITLE
DATE OF DELIVERY
DATE OF RETURN TO WORK:

ARE YOU BREAST FEEDING ?

- ❖ **Yes – complete risk assessment**
- ❖ **No - no further action**

DATE	BREASTFEEDING RISK ASSESSMENT	OUTCOME/ACTION

SIGNED: EMPLOYEE
SIGNED: MANAGER

DATE OF CESSATION OF BREASTFEEDING:
SIGNED EMPLOYEE

**EMPLOYEE MUST NOTIFY MANAGER OF DATE OF CESSATION OF BREASTFEEDING.**

*Early Mat leave due to illness*

Our Ref: Form/MaterIll

Date:

Dear

I am informed by your Line Manager that you are suffering from a pregnancy related illness. Our records show that you are now less than four weeks from your expected date of childbirth.

I understand that your intention was to work close to the date of birth but in view of your current incapacity and the fact that this is within four weeks of your EWC in accordance with Statutory Regulations your maternity leave should start immediately. I have therefore informed the Payroll Department accordingly who will implement Maternity Pay.

I trust this is satisfactory. Should you have any queries on the above please do not hesitate to contact me.

My very best wishes for a relaxed but eventful maternity leave.

Yours sincerely

Liaison Officer

Copy to: Manager

*Appendix 4*

Reference

*Scenario 1*

Date

Address

Dear.....

Thank you for sending in your form P6, informing us that you are expecting a baby in the week commencing..... and when you intend to start your Maternity Leave ).

Your entitlement to Maternity Leave and dates are confirmed as follows:

Start Date of OML:.....  
(can not be more than 11 weeks before EWC)

End Date of OML:.....

End Date of AML:.....

Return to work date:.....  
(may not be more than 52 weeks from the start of the OML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

During the period of OML and AML all contractual rights are retained with the exception of remuneration. Incremental dates are unaffected by paid or unpaid maternity leave.

On returning to work at the end of OML you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

On returning to work at the end of AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

As you did not have at least 26 weeks continuous service with DRH in the qualifying week, you will not be entitled to either statutory or occupational maternity pay and so I enclose a form SMP1 for you to take to your local Job Centre Plus office (part of the DWP) should you wish to pursue a claim for Maternity Allowance.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

Name  
Position

Reference  
Date

*Scenario 2*

Address

Dear.....

Thank you for sending in your form P6 informing us that you are expecting a baby in the week commencing ..... and telling us when you expect to commence your Maternity Leave.

Your entitlement to maternity leave and your dates are confirmed as follows:

Start date of OML:..... (per P6)

End of OML:.....(26 weeks after start date)

End of AML:.....(26 weeks after end of OML)

Return to work date:.....(per P6 or at end of AML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

During the period of OML and AML all contractual rights are retained with the exception of remuneration. Incremental dates are unaffected by paid or unpaid maternity leave.

On returning to work at the end of OML you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

On returning to work at the end of AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

As your earning in the qualifying period were below the Lower Earning Level for National Insurance Contribution you will not be entitled to any Statutory Maternity Pay, but please find enclosed a form SMP1 which you must take to your local Job Centre Plus office (part of the DWP) if you wish to pursue a claim for Maternity Allowance.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

Name  
Position

Reference

*Scenario 3*

Date

Address

Dear.....

Thank you for sending in your form P6 informing us that you are expecting a baby in the week commencing ..... and telling us when you expect to commence your Maternity Leave.

Your entitlement to Maternity leave and your dates are confirmed as follows:

Start date of OML:..... (per P6)

End of OML:..... (26 weeks after start date)

End of Paid AML:.....(13 weeks after end of OML)

End of Unpaid AML:.....(26 weeks after end of OML)

Return to work date:..... (per P6 or at end of AML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

As you have been employed continuously by DRH for less than 12 months but more than 26 weeks continuous service in the qualifying week, and your earnings in the qualifying period were over the Lower Earnings Level for National Insurance Contribution you will only be entitled to Statutory Maternity pay which is as follows:

6 weeks at 90% of your average pay during the qualifying period  
plus 33 weeks at either 90% of average pay or £124.88\* whichever is the lower.

This will be paid by payroll in the usual way.

During the period of OML and AML all contractual rights are retained with the exception of remuneration. Incremental dates are unaffected by paid or unpaid maternity leave.

On returning to work at the end of OML you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

On returning to work at the end of AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

Name  
Position

\*Changes at 1<sup>st</sup> April each year, this rate wef 01/04/10

Reference  
Date

*Scenario 4*

Address

Dear.....

Thank you for sending in your form P6 informing us that you are expecting a baby in the week commencing..... and telling us when you expect to commence your Maternity Leave.

Your leave dates are confirmed as follows:

Start of OML:..... (per P6)

End of OML:..... (26 weeks after start date)

End of AML:..... (26 weeks after OML date)

Return to work date:.....(per P6 or at end of AML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

As your earnings were below the Lower Earnings Level for National Insurance Contribution in the qualifying period and you have stated that you

wished to keep your options open\*/did not intend to return to work\*,  
(delete as appropriate\*)

even though you have more than 12 months continuous service with DRH, you are not entitled to either Ordinary Maternity Pay or Statutory Maternity Pay. However, I enclose a form SMP1 for you to take to your local Job Centre Plus office (part of the DWP) should you wish to pursue a claim for Maternity Allowance.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

Name  
Position

Date  
Address

*Scenario 5*

Dear.....

Thank you for sending in your form P6 informing us that you are expecting a baby in the week commencing..... and telling us when you expect to commence your Maternity Leave.

Your leave dates are confirmed as follows:

Start date of OML:..... (per P6)

End of OML:..... (26 weeks after start date)

End of Paid AML:.....(13 weeks after end of OML)

End of Unpaid AML:.....(26 weeks after end of OML)

Return to work date:..... (per P6 or at end of AML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

As you had been continuously employed by DRH for at least 12 months at the qualifying week and your earnings were over the Lower Earnings Level for National Insurance Contribution in the qualifying period but you stated that you

did not intend to return to work\*/wished to keep your options open\*,  
(delete as appropriate\*)

you will be entitled to only Statutory Maternity Pay which is as follows:

6 weeks at 90% of your average pay during the qualifying period plus  
33 weeks at either 90% of your average pay or £124.88\* whichever is the lower

This will be paid by payroll in the usual way.

During the period of OML and AML all contractual rights are retained with the exception of remuneration. Incremental dates are unaffected by paid or unpaid maternity leave.

On returning to work at the end of OML you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

On returning to work at the end of AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

Name  
Position

\*Changes at 1<sup>st</sup> April each year, this rate wef 1/4/10

Reference

*Scenario 6*

Date

Address

Dear.....

Thank you for sending in your form P6 informing us that you are expecting a baby in the week commencing..... and telling us when you expect to commence your Maternity Leave.

Your leave dates are confirmed as follows:

Start date of OML:..... (per P6)

End of OML:..... (26 weeks after start date)

End of AML:..... (26 weeks after end of OML)

Return to work date:.....(per P6 or at end of AML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

As you had at least 12 months of continuous service with DRH in the qualifying week and you have stated that you intend to return to work, but your earnings were below the Lower Earnings Level for National Insurance Contribution during the qualifying period, you are eligible for Ordinary Maternity Pay but not Statutory Maternity Pay. This is awarded as follows:

8 weeks of full average pay followed by  
10 weeks of ½ average pay.

This will be paid by payroll in the usual way.

During the period of OML and AML all contractual rights are retained with the exception of remuneration. Incremental dates are unaffected by paid or unpaid maternity leave.

On returning to work at the end of OML you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

On returning to work at the end of AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

name  
Position

Date

Scenario 7

Address

Dear.....

Thank you for sending in your form P6 informing us that you are expecting a baby in the week commencing..... and telling us when you expect to commence your Maternity Leave.

Your leave dates are confirmed as follows:

Start date of OML:..... (per P6)

End of OML:..... (26 weeks after start date)

End of Paid AML:.....(13 weeks after end of OML)

End of Unpaid AML:.....(26 weeks after end of OML)

Return to work date:..... (per P6 or at end of AML)

If you wish to change the date your maternity leave starts you must, if at all possible, inform me at least 28 days before your proposed OML start date.

If you propose to return to work before the end of your proposed return date from maternity leave you must give at least eight weeks notice in writing.

As you had at least 12 months continuous service with DRH in the qualifying week and your earnings were above the Lower Earnings Level for National Insurance Contribution in the qualifying period, and you stated that it is your intention to return to work, you are eligible for Ordinary Maternity Pay plus Statutory Maternity Pay as follows:

8 weeks of full average pay followed by

10 weeks of ½ average pay plus LR SMP (up to a maximum of full average pay) followed by 21 weeks of LR SMP

(LR SMP is the lower of 90% of average pay or £124.88 per week \*)

This will be paid by payroll in the usual way.

During the period of OML and AML all contractual rights are retained with the exception of remuneration. Incremental dates are unaffected by paid or unpaid maternity leave.

On returning to work at the end of OML you are entitled to return to the same job on the same terms and conditions of employment as if you have not been absent.

On returning to work at the end of AML you have similar rights except that if it is not reasonably practical for you to return to your old job, you will be offered:

- a different but suitably appropriate job.
- on terms and conditions that are no less favourable than those of your original job.

In the event of this being the case your Home Manager will consult with you during your maternity leave about any proposed changes to your job in preparation for your return.

I would like to take this opportunity of sending you my best wishes whilst you are on maternity leave and hope that all goes well.

Yours sincerely

Name  
Position



### RETURN TO WORK FOLLOWING MATERNITY LEAVE

<p>Full Name _____</p> <p>Home/Unit _____</p>
<p>Please enter the exact details of employment the employee <b>will</b> be undertaking following a period of leave</p> <p>End of AML: _____</p> <p>Dates of Annual leave taken: From _____ To _____ (inclusive)</p> <p>Actual return to work date: _____</p>
<p>TEMPORARY CONTRACTUAL CHANGES</p> <p>HOURS: From _____ To _____ per week</p> <p>FOR PERIOD: From _____ To _____ (dates)</p> <p>(Please notify permanent changes in contracts on Change in Circumstance Forms)</p>
<p>Signature of Manager: _____ Date _____</p> <p>Signature of Employee: _____ Date _____</p>
<p>Please forward this form to payroll as soon as the period of maternity leave ceases even if the employee has commenced annual leave. Failure to do so may result in the employee <b>not</b> being paid on time.</p>

**TO BE SENT EIGHT WEEKS BEFORE THE END OF  
MATERNITY LEAVE**

Our Ref: Forms/MatReturn2

Date:

Dear

I trust you had an enjoyable maternity break and both you and your baby are keeping well.

I write merely to confirm important dates of your Maternity Leave and return to work as follows:

The date on which your baby was born:

Ordinary Maternity Leave =                      Started:                      Finished:

Additional Maternity Leave =                      Started:                      Finishes:

Paid annual leave dates =                      Start:                                      End:

Date of actual return to work =

Please make sure that you and your manager sign your P6A Return to Work form and pass this to payroll ASAP to ensure that your pay is restarted.

If you have any queries on the above please do not hesitate to contact me.

Yours sincerely

Liaison Officer

Copy to manager