



Curiosity Confidence Courage Constancy

POLICY FOR MATERNITY LEAVE

**Presented to
Trustees
4 April 2017**

Date approved: ¹	14 April 2017
Date reviewed: ²	21 June 2016 Personnel Committee
Date of next review: ³	June 2019

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

- ¹ This is the date the policy was approved by the meeting
- ² This is the date the policy was reviewed prior to its approval above
- ³ This is the date as set by the policy review clause or the date approved plus two years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

TEACHING MATERNITY ENTITLEMENTS (PCC)

What service do I have ?	What options are available to me?	How much maternity leave am I entitled to?	What maternity pay am I entitled to ?
Less than 26 weeks service (irrespective of hours worked) as at the 5 th week before the expected week of childbirth.	A I would like to return to work	Up to 52 week's absence in total including up to 11 weeks before the expected week of childbirth	SMP 1 from payroll and apply to the Benefits Agency for Statutory Maternity Allowance
	B I would like to resign	Not applicable	As above
26 weeks or more as at the 15th week before the expected week of childbirth and less than 1 years service as at the 1st week before the expected week of childbirth (EWC) (Irrespective of hours worked)	C I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings:- Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings:- Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	E I would like to resign	Not applicable	Depending on salary and average earnings:- Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP
At least 1 years continuous service (irrespective of hours worked) as at the 1 st week before the expected week of childbirth	F I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth.	4 weeks at full pay and 2 weeks at 90% of full pay, followed by, 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid. Plus, depending on salary and average earnings:- 33 weeks lower rate SMP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings:- 33 weeks lower rate SMP and the remainder unpaid. The 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings:- 33 weeks lower rate SMP

SMP - Service for SMP is continuous service with the current employer only and is only payable if employed during the 8 week period 15 weeks before the expected week of childbirth, subject to the qualifying period.

Teacher Application for Maternity Leave and Pay (PCC)

Please read the *Notes of Guidance* and the table overleaf, then complete and return the form below to the school office during or before the 15th week before your expected week of childbirth.

Name: _____	Payroll Number: _____
Home Address: _____	

School: _____	

Maternity Options: Please circle one option below

(Refer to table overleaf)

Options	A	C	D	F	G
My first date of Maternity Leave is: _____ <i>(I understand this date can be altered and I must give at least 28 days notice of the revised date maternity leave is to commence)</i>					

Options	B	E	H
I do not intend to return to work and thereby wish to formally terminate my contract of Employment to take effect from <i>(please tick)</i>			
<input type="checkbox"/> _____ (date)			
<input type="checkbox"/> The end of my maternity pay period			

To be completed by all Teachers:

I have read and understand the accompanying *Notes of Guidance*, which I have retained.

Signed: _____ Date: _____

NB. If you are intending to take a period of unpaid absence during your maternity leave you should be aware that you will not pay contributions during this period. You are advised to contact Teachers Pensions to seek advice on the effect that a period of unpaid maternity leave will have as well as any options available to enhance your pension www.teacherspensions.co.uk

Expected Week of Childbirth (EWC): _____
The MATB1 certificate is available from your midwife from the 20th week of pregnancy onwards *(please tick)*

- I enclose my MATB1 certificate with this form
- I will forward my MATB1 certificate to the school as soon as possible and understand that I will not receive any maternity pay until I provide this

Keeping in Touch Days

You are entitled to "keep in touch" with the workplace for up to a maximum of 10 days during your maternity leave without affecting your entitlement to statutory or contractual maternity pay. The exact arrangements for "keeping in touch" must be discussed with your headteacher/line manager.

- I wish to discuss with my headteacher/line manager arrangements for "keeping in touch" days.
- I do not wish to discuss arrangements for "keeping in touch" days but reserve the right to discuss this with my headteacher/line manager at a later date during my maternity leave.

Completed form received by Headteacher:

I confirm that an assessment to identify hazards that could be a risk to any new, expectant, or breastfeeding mothers has been or will be undertaken and I have discussed "keeping in touch" days with the employee if requested.

Signed: _____ Date: _____

Please return this completed form to EPM as soon as possible to enable a response to be provided to the employee within 28 days of this form being returned to the school office.

Please return to:

EPM Ltd, St John's House, Spitfire Close, Ermine Business Park, Huntingdon, Cambs, PE29 6EP

SUPPORT STAFF MATERNITY ENTITLEMENTS (PCC)

What service do I have ?	What options are available to me?	How much maternity leave am I entitled to?	What maternity pay am I entitled to ?
Less than 26 weeks service (irrespective of hours worked) as at the 15 th week before the expected week of childbirth.	A I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	SMP 1 from payroll and apply to the Benefits Agency for Statutory Maternity Allowance
	B I would like to resign	Not applicable	As above
6 weeks or more as at the 15 th week before the expected week of childbirth and less than 1 years service as at the 11 th week before the expected week of childbirth (irrespective of hours worked)	C I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings:- Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings:- Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	E I would like to resign	Not applicable	Depending on salary and average earnings:- Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP.
At least 1 years continuous service (Irrespective of hours worked) as at the 11 th week before the expected week of childbirth	F I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth.	6 weeks at 90% of contractual full pay followed by 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid Plus, depending on salary and average earnings:- 33 weeks lower rate SMP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings:- 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP and the remainder unpaid. 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	Depending on salary and average earnings:- 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP.

SMP - Service for SMP is continuous service with the current employer only and is only payable if employed during the 8 week period 15 weeks before the expected week of childbirth, subject to the qualifying period.

Support Staff Application for Maternity Leave and Pay (PCC)

Please read the *Notes of Guidance* and the table overleaf, then complete and return the form below to the school office during or before the 15th week before your expected week of childbirth.

Name: _____ Payroll Number: _____

Home Address: _____

School: _____

Maternity Options: Please circle one option below

(Refer to table overleaf)

Options	A	C	D	F	G
---------	---	---	---	---	---

My first date of Maternity Leave is: _____
(I understand this date can be altered and I must give at least 28 days notice of the revised date maternity leave is to commence)

Options	B	E	H
---------	---	---	---

I do not intend to return to work and thereby wish to formally **terminate** my contract of Employment to take effect from *(please tick)*

_____ (date)

The end of my maternity pay period

To be completed by all Support Staff:

I have read and understand the accompanying *Notes of Guidance*, which I have retained.

Signed: _____ Date: _____

NB. If you wish to continue to pay pension contributions for any period of unpaid maternity leave please contact Cambridgeshire County Council's Pensions Section tel. 01223 717286 for further information.

Expected Week of Childbirth (EWC): _____

The MATB1 certificate is available from your midwife from the 20th week of pregnancy onwards *(please tick)*

I enclose my MATB1 certificate with this form

I will forward my MATB1 certificate to the school as soon as possible and understand that I will not receive any maternity pay until I provide this

Keeping in Touch Days

You are entitled to "keep in touch" with the workplace for up to a maximum of 10 days during your maternity leave without affecting your entitlement to statutory or contractual maternity pay. The exact arrangements for "keeping in touch" must be discussed with your headteacher/line manager.

I wish to discuss with my headteacher/line manager arrangements for "keeping in touch" days.

I do not wish to discuss arrangements for "keeping in touch" days but reserve the right to discuss this with my headteacher/line manager at a later date during my maternity leave.

Completed form received by Headteacher:

I confirm that an assessment to identify hazards that could be a risk to any new, expectant, or breastfeeding mothers has been or will be undertaken and I have discussed "keeping in touch" days with the employee if requested.

Signed: _____ Date: _____

Please return this completed form to EPM as soon as possible to enable a response to be provided to the employee within 28 days of this form being returned to the school office.

Please return to:

EPM Ltd, St John's House, Spitfire Close, Ermine Business Park, Huntingdon, Cambs, PE29 6EP