Date

**Private & Confidential**

Employee’s Name

Address

Dear Name

Congratulations and thank you for advising us that you intend to take statutory maternity leave commencing on date.

We confirm that you are eligible to take maternity leave as requested. If you wish at a later date to change the commencement date of your maternity leave, you must notify name no later than 28 days before your intended revised start date or 28 days before original proposed start date, whichever is sooner, or if that is not reasonably practicable, as soon as it is reasonably practicable for you to do so.

You should be aware that there are circumstances in which your maternity leave may start early. If you are absent from work wholly or partly on account of a pregnancy-related condition within four weeks of the date your baby is due, the start of your maternity leave will be triggered automatically, unless agreed otherwise. In addition, your maternity leave will be triggered if you give birth early. In that case, your maternity leave will begin on the day after you gave birth. If these circumstances arise, a form is available from [name of individual] that you should complete and return so that we have a record of when your maternity leave begins.

Your statutory maternity leave entitlement consists of 26 weeks' ordinary maternity leave followed immediately by 26 weeks' additional maternity leave. During ordinary maternity leave and additional maternity leave, all terms and conditions of your contract, except normal pay, will continue.

Instead of salary, you will be paid statutory maternity pay (SMP). The first six weeks of your SMP will be paid at 90% of your average weekly earnings. For the remaining 33 weeks of your maternity pay period, you will be paid at the standard rate of £amount per week. [include any entitlement to contractual enhanced payments]

OR

[As your length of continuous service with the organisation, calculated as at the end of the 15th week before the week your baby is expected, is less than 26 weeks], OR [As your average weekly earnings are below the current lower earnings limit for national insurance contributions], you will not be eligible for statutory maternity pay. You may, however, be eligible to receive maternity allowance payable directly by the Government. I enclose an SMP1 form explaining why you are not entitled to statutory maternity pay. You should contact your local Jobcentre Plus or social security office for a claim form to claim maternity allowance.

Given the date you have chosen to start your maternity leave, your additional maternity leave will end on date and you will have to return to work on the first working day after this date. If you decide to return to work before the end of your additional maternity leave, you must give eight weeks' notice of the date on which you wish to return. If you do not give this notice, or give insufficient notice, we will have the right to postpone your return date for a number of days equivalent to the unexpired portion of the eight weeks' notice period, or until the end of your additional maternity leave period if that occurs earlier.

You may wish to take shared parental leave. You are able to commit to ending your maternity leave early, and to share the untaken balance of leave as shared parental leave with your partner. Further details are available within the Employee Handbook.

You are eligible to work for the organisation for up to 10 days (known as "keeping-in-touch" days) during your maternity leave without bringing your maternity leave to an end. For these purposes, "work" can also include training or any other activity undertaken to assist you in keeping in touch with the workplace, such as attending conferences, appraisals or team meetings.

During your period of maternity leave, the organisation may contact you about the possibility of working keeping-in-touch days. You may also write to us to request to work keeping-in-touch days. However, you are under no obligation to agree to attend work and we are under no obligation to offer you keeping-in-touch days.

In any event, the organisation reserves the right to maintain reasonable contact with you from time to time during your maternity leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work in your absence.

We remind you that, if you decide that you do not wish to return to work at the end of your maternity leave, you must still give us proper notice of termination of your employment in accordance with your contract of employment. [Add details of any recoup of contractual enhanced maternity pay here]

If you have any questions about any aspect of your maternity leave or pay entitlement, please do not hesitate to speak to name.

Yours sincerely

**Manager’s Name**

**Job Title**