

# Maternity Leave Policy

Document Owner	HR
Last updated	May 2026
Version number	2
Review Date	May 2028

## Contents

Definitions.....	3
Version Control.....	4
Purpose and Scope.....	4
Policy Statement.....	5
Employee’s Responsibilities.....	5
Administration of Maternity Leave.....	6
Statutory Maternity Pay Entitlements.....	6
Contractual Maternity Pay Entitlements.....	7
Leaving Employment.....	8
Keeping In Touch Days.....	8
Health and Safety.....	9
Ante-natal Care.....	10
Premature Birth.....	11
Death of a Baby or Still Birth.....	11
Flexible Working.....	11
Breastfeeding and Rests at Work.....	11
Table 1 Entitlements.....	13
Table 2 Entitlements.....	14
Table 3 Entitlements.....	15
Maternity Leave and Pay Application Form.....	16
Support Staff Maternity Entitlements.....	17
Teaching Staff Maternity Entitlements.....	18
Keeping in Touch Day Claim Form.....	19

## 1. Definitions

**Employee** means any member of staff, namely teaching, support and central team staff employed to work within DEMAT

**School** may be used interchangeably with 'Trust' in the context of this policy, if the employee works within the central team.

**Support Staff:** means support staff in schools and also employees within the central team

**Manager** means the employee's line manager, or another appropriate senior leader, such as a member of the Senior Leadership Team within schools or Head of Function/Trust Director for the central team.

**SMP** means Statutory Maternity Pay

**CMP** means Contractual Maternity Pay

**EWC** means Expected week of childbirth

**OML** means Ordinary maternity leave – this is the period of the first 26 weeks of Maternity Leave.

**AML** means Additional maternity leave – this is the period of the last 26 weeks of Maternity Leave and must immediately follow OML.

## 2. Application of this Policy

The policy is applicable to all employees (permanent and temporary) of DEMAT.

The above definitions are included for reference purposes for both School and Central Team Staff to enable clarity and transparency when applying this policy.

## 3. Relationship with DEMAT Values

The application of this policy must be applied at all times in a way that reflects the values of DEMAT:

Love – We engender love and tolerance between and for our staff, pupils and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our schools are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe and secure place for our staff and pupils to be happy and respected in our schools so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brace decisions and then learn from any mistakes.

Ambition – We are determined that our schools offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives

This is further defined in the four key strands of DEMAT, all of which are underpinned by our Christian distinctiveness,

Children are at the heart of all we do  
Keep close to the work  
Maintaining a legacy, creating new traditions  
Aspirational, yet sustainable

## 4. Associated Policies and Documents

This policy should be read in conjunction with the following DEMAT Policies/ Procedures:

Paternity Policy  
Shared Parental Leave Policy  
Shared Parental Leave (Adoption) Policy  
Flexible Working Policy

## 5. Version Control

<b>No.</b>	<b>Status of document/changes</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of approval</b>
1.	New format and minor changes	Helen Fisher / Georgia Chapman	Helen Rothwell	Personnel Committee	Feb 2023
2.	Review of content	Helen Fisher	Helen Fisher	Helen Rothwell	May 2026

This document will be reviewed biannually. For all questions in relation to this policy, please contact the HR Team on [hrteam@demat.org.uk](mailto:hrteam@demat.org.uk)

## 6 Purpose and Scope

- 6.1 The purpose of this policy is to provide guidance to employees during their pregnancy and following birth so that they are aware of their leave and associated pay entitlements.
- 6.2 This policy is part of a suite of family friendly policies.

## 7 Policy Statement

- 7.1 The Trust is committed to establishing an inclusive environment where new parents feel supported. We want new parents who are away from work for a long period of time, to feel connected with their workplace, and confident about their return to work.
- 7.2 This policy outlines the entitlements and application for leave arrangements for employees wishing to take Maternity Leave within DEMAT.
- 7.3 This policy operates based upon the general principles outlined below:
- 7.3.1 The status of an employee's contract of employment during a period of maternity leave is treated as if they are temporarily absent from work.
  - 7.3.2 During Maternity Leave, all contractual benefits, except pay, continue unaffected and annual leave entitlements accrue as normal.
  - 7.3.3 An employee's entitlement to statutory and contractual maternity pay is dependant on their length of current employer continuous service and local government continuous service respectively.
  - 7.3.4 A summary of entitlement along with the qualifying requirements are provided in Tables 1, 2 and 3 below.
  - 7.3.5 The Maternity (Compulsory Leave) Regulations 1994 provide that all employees must take a minimum of 2 weeks' maternity leave immediately after the birth of their child.
- 7.3 This policy does not form part of the any employee's contract of employment and it may be amended at any time, following consultation with trade unions.

## 8 Employee's Responsibilities

- 8.1 As soon as possible after the employee knows that they are pregnant they should notify their Line Manager.
- 8.2 Notification must be made no later than the end of the 15<sup>th</sup> week before the expected week of childbirth (EWC) of the intended date maternity leave is to commence and must do so by completing and returning the form entitled: *Application for Maternity Leave and Pay* to their Line Manager and [payroll@demat.org.uk](mailto:payroll@demat.org.uk)
- 8.3 Where an employee is in receipt of their MATB1 certificate issued by their Doctor/Midwife, they should enclose this with the *Application for Maternity Leave and Pay* form. If they are not in receipt of this upon submission of the Application form, then they must provide this to the school as soon as possible once in receipt.

- 8.4 An employee may change the start date of their Maternity Leave but must give the school a minimum of 28 days' notice of the revised dates.
- 8.5 If the baby is born earlier than the planned maternity leave start date, the employee should inform the line manager as soon as possible. In this instance, the maternity leave will start the day after the baby is born.
- 8.6 If the employee chooses to return before the end of the 52 weeks maternity leave period, they are required to give written notice of their intention to return to their Line Manager. Teachers are required to give a minimum of 21 days' notice and support staff, 8 weeks' notice.
- 8.7 If the required notice is not given of an employee's intention to end their maternity leave the Line Manager can choose to postpone the return to work to ensure the minimum notice period is given, but this will not exceed the end of the 52 week maternity leave period.
- 8.8 Where no early or prior notice is given, the employee will be expected to return to work at the end of the 52 week period.
- 8.9 The employee is expected to maintain reasonable contact with the Line Manager whilst on maternity leave and advise the Line Manager as soon as is practicable (and in line with the minimum notice requirements detailed above) should their intentions regarding maternity leave change.

## 9 Administration of Maternity Leave

- 9.1 When the Line Manager has received formal confirmation of an employee's intention to take maternity leave, the completed documentation should be forwarded to the relevant HR and Payroll Advisor immediately to enable a response to be sent to the employee within the statutory required 28 days.
- 9.2 The Trust may take a copy of the MATB1 form for their records and return the original copy of the employee.
- 9.3 Where the employee is based within the central team, the application form should be forwarded to the HR team for processing and liaising with the Payroll provider.
- 9.4 The Payroll provider will provide a schedule of maternity leave pay for the employee which should be provided to the employee upon receipt of the documentation.

## 10 Statutory Maternity Pay (SMP) Entitlements

- 10.1 An employee's entitlement to SMP is dependent upon their length of current employer continuous service.
- 10.2 Employees with less than 26 weeks current employer continuous service as at the 15<sup>th</sup> week before the expected week of childbirth are not entitled to SMP. However, employees who do

not qualify for SMP may be entitled to a Maternity Allowance paid by the Department of Work and Pensions and will be issued with an SMP1 form from the Payroll provider to enable employees to apply for Maternity Allowance if eligible.

10.3 An employee is entitled to SMP if they satisfy the following qualifying conditions:

10.3.1 The employee must have been continuously employed by their current employer for at least 26 weeks by the beginning of the 15<sup>th</sup> week (qualifying week) before the expected week of childbirth.

10.3.2 The employee must have average weekly earnings in the calculation period (which is the 8 weeks or 2 months before the end of the qualifying week) at or above the lower earning limit for payment of National Insurance contributions. The lower earnings limit is reviewed in the April of each year.

10.3.3 The employee must still be pregnant at the 11<sup>th</sup> week before the expected week of childbirth or have had the baby by that time. The employee has complied with all the relevant notification requirements for claiming SMP (as set out in Section 9).

10.4 On the day the employee starts maternity leave normal salary will cease and maternity pay begins, irrespective of whether it is a school holiday. This means if the employee intends to commence maternity leave at the beginning of a new term (e.g. 1 September) but the baby is born during the holiday period (e.g. 13 August), maternity leave and pay will commence the day after the baby is born.

10.5 A summary of the entitlements and obligations to maternity leave and pay for all categories of staff are set out in Tables 1, 2 and 3.

## 11 Contractual Maternity Pay (CMP) Entitlements

11.1 An employee's entitlement to CMP is dependant upon their length of local government continuous service.

11.2 An employee is entitled to CMP if they satisfy the following qualifying conditions:

11.2.1 The employee must have a period of continuous service of 1 year or more at the 11<sup>th</sup> week before the expected week of childbirth.

11.3 Payment of CMP is conditional on the employee confirming in writing, before starting maternity leave that they intend to return to work for at least 13 weeks' after maternity leave.

11.4 If they do not return to work for this minimum period any CMP (but not SMP) must be repaid. They do not have to return CMP if the Trust terminates employment, unless:

a) it was entitled to and did terminate your employment summarily; or

- b) it terminated your employment pursuant to an application by you for voluntary redundancy.

- 11.5 Please note that if the employee returns to work on reduced hours, the requirement to return to work for a minimum of 13 weeks (in order to prevent the need for repayment of their half pay entitlement) will be adjusted and extended accordingly.
- 11.6 A summary of the entitlements and obligations to maternity leave and pay for all categories of staff are set out in Tables 1, 2 and 3.

## 12 Leaving Employment

- 12.1 Where an employee leaves employment with the Trust after the start of the 15<sup>th</sup> week before the EWC, provided they meet the qualifying conditions, they will still be entitled to SMP as set out within the entitlement tables for both teaching and support staff.
- 12.2 If the employee decides prior to commencing maternity leave not to return to work, they must inform their line manager in writing that they wish to terminate their employment, giving their normal contractual notice period.
- 12.3 If the employee, whilst on maternity leave, decides not to return to work, they must inform their line manager in writing as soon as practicably possible that they wish to terminate their contract of employment. Where the employee is on maternity leave, the contract will end upon the expiry of the notice period, however, the employee will still receive any SMP, if applicable, to which they are entitled as set out in tables 1, 2 and 3.
- 12.4 If following the decision to resign, the entitlement to contractual half pay has already been received by the employee, this will need to be repaid as per clause 11.3 above.
- 12.5 Where an employee leaves employment before maternity leave starts, they will not be entitled to CMP, as their contractual relationship with the Trust will have ended. Similarly, if an employee leaves employment during maternity leave, CMP will stop on the last day of service if within the first 6 weeks of CMP, or with immediate effect if within the 12-week half pay period.

## 13 Pregnancy-related Sickness Absence

- 13.1 If the employee is absent on sick leave in the 4 weeks prior to their due date with pregnancy-related illness (confirmed by a GP Fit Note), maternity leave will automatically commence.

## 14 Keeping in Touch (KIT) Days

- 14.1 Employees may, by agreement with their employer do up to 10 days' work – known as KIT days – under their contract of employment during the maternity leave period. Such days are different to the reasonable contact that employers and employees may make with one another, as during KIT days employees can carry out work for the employer, for which

they may be paid.

- 14.2 KIT days cannot take place within the 2-week period immediately after the birth of the child.
- 14.3 Any work done on any day during the maternity pay or maternity leave period will count as one whole KIT day, up to the 10 day maximum. In other words, if an employee comes in for a one hour training session and does no other work that day, the employee will have used one of the KIT days.
- 14.4 The type of work that the employee undertakes on KIT days is a matter for agreement between the two parties. They may be used for any activity which would ordinarily be classed as work under the employee's contract.
- 14.5 Any arrangements confirming KIT days or activities to be carried out, should be confirmed in writing by the employee's Line Manager (or other delegated manager).
- 14.6 Where possible, prior to an employee commencing maternity leave a discussion should be had to agree arrangements for KIT days as well as keeping in touch with general updates/developments within the workplace. A designated contact should be established who will send emails/make contact in accordance with what is agreed.
- 14.7 The KIT day form can be found in the Appendices.

## 15 Health and Safety

- 15.1 Pregnant employees must be given specific health and safety protection under UK Health and Safety legislation. The main provisions are set out below:
- 15.2 Risk Assessment
  - 15.1.1 Employers must assess all workplaces for risks to the health and safety of their employees and others affected by their work activities. They must consider if there are specific or enhanced risks for new and expectant employees who are defined as *'an employee who is pregnant, who has given birth or miscarried within the previous six months, or who is breast feeding'*. Such risks would include exposure to certain harmful substances or microbial agents/infectious diseases; extremes of heat and cold; noise; movements and posture; lifting/handling loads; and potential exposure to violence (including verbal abuse).
  - 15.1.2 The 'New & Expectant Mothers' risk assessment form should be completed by the Line Manager as soon as is practicably possible upon notification of the employee's pregnancy. The form can be requested from the HR team.

- 15.1.3 Where an unacceptable risk is identified the employer must take any protective or preventative measures required by other health and safety legislation to remove it.
- 15.1.4 Where this would not prevent the employee from being at risk, a hierarchy of measures should be followed:
- 15.1.4.1 If it is reasonable to do so, working conditions or hours of work should be altered to avoid (or minimise) the risk;
  - 15.1.4.2 If this is not possible, or the risk cannot be avoided by this, the employee should be offered suitable alternative employment on existing, or not substantially less favourable, terms and conditions.
  - 15.1.4.3 If no suitable alternative work is available, the employee should be given leave of absence with full pay. If the employee refuses an offer of suitable alternative work the leave may reasonably be unpaid.

## 15.2 Period of Protection

- 15.2.1 These provisions apply from the time the school receives written notification that the employee is pregnant until 6 months after the date of childbirth, or until the employee stops breast feeding if she continues to do so beyond this six month period.

## 16 Ante-natal Care

- 16.1 A pregnant employee has a right to reasonable paid time off to attend ante-natal care appointments. Evidence of appointments should be produced if requested to do so.
- 16.2 Ante-natal care includes medical appointments as well as relaxation and parenting classes that the employee's doctor, midwife or health visitor has advised her to attend. The employee should endeavour to give their employer as much notice as possible of their intention to attend such appointments/sessions and wherever possible, they should be arranged to be as near to the start/end of the working day as possible.
- 16.3 Employees and agency workers who have a qualifying relationship with a pregnant woman or an expected child, are entitled to take unpaid time off work to accompany that pregnant woman to up to two ante-natal appointments. The qualifying relationship criteria are as follows:
- 16.3.1 The employee is the husband or civil partner of the pregnant woman;
  - 16.3.2 The employee lives with the pregnant woman in a family relationship but is not her parent, grandparent, sister, brother, aunt or uncle;
  - 16.3.3 The employee is the father of the expectant child;

16.3.4 The employee is an intended parent in a surrogacy situation.

16.4 Evidence of the ante-natal appointment should be provided by the employee and they should also clarify the nature of their relationship to the pregnant woman and/or child. Information will be dealt with sensitively and in confidence.

## 17 Premature Birth

17.1 Where a baby is born prematurely, the employee should ensure their line manager is informed. Discretion should be used as to whether it is appropriate to extend the maternity leave period or take any other special action as necessary.

17.2 If the baby is born early but after the employee has already started her maternity leave, it will have no impact on the maternity pay entitlement.

## 18 Death of a Baby and Still Birth

18.1 If the employee suffers a miscarriage or their baby is stillborn earlier than 24 weeks of pregnancy there is no entitlement to maternity leave or SMP however other leave such as sick leave or discretionary leave can be considered, depending on the circumstances and the needs of the employee. Where appropriate, medical advice should be sought.

18.2 If the baby survives the birth but subsequently dies, the mother will be entitled to SMP if they qualify for it.

18.3 If the employee suffers a miscarriage or the baby is stillborn from the beginning of the 25<sup>th</sup> week of pregnancy, they are entitled to the same leave and SMP she would have received had the baby been born alive.

## 19 Dismissal Protection

19.1 The law protects an employee against dismissal when she is pregnant or during maternity leave regardless of hours worked or length of service. Only when a dismissal would have occurred, regardless of the fact that the employee is pregnant or on maternity leave, would a dismissal not be automatically unfair.

## 20 Flexible Working Requests

20.1 Employees have the right to return to work on the same terms they had before they left for maternity leave. For any employees wishing to make changes to their working pattern, either temporarily or permanently, upon their return from maternity leave, must make

their requests in line with the process and timescales set out within the Trust's Flexible Working Policy.

## 21 Breastfeeding and rest breaks at Work

- 21.1 Pregnant workers and breastfeeding mothers are entitled to more frequent rest breaks where able to be accommodated. The coordination of these rest and or breastfeeding breaks should be organised between the employee and the line manager and agreement to this will be at the line manager's discretion.
- 21.2 Where able to be accommodated the employer should provide a suitable area where the employee can rest which should:
  - 21.2.1 Include somewhere to lie down if needed
  - 21.2.2 Be hygienic and private so the employee can express milk if they choose to.
  - 21.2.3 Include somewhere to store their milk

**Table 1**

*Entitlement to maternity leave and pay for staff members with less than 26 weeks service as at the 15<sup>th</sup> week before the EWC*

Entitlements				Obligations		
Category of Staff	Period of Continuous Service	Length of Maternity Leave	Pay	Period of Notice by Employee of Intention to Commence Leave	Period of Notice by Employee to Employer of Date Maternity Absence Begins	Period of Notice by Employee to Employer of Intention to Return to Work
<b>Support</b>	Less than 26 weeks service as at 15 weeks before EWC.	Up to 52 weeks.	No contractual or statutory maternity pay. Form SMP1 to be provided to the employee by payroll provider to apply for statutory maternity allowance.	By 15 <sup>th</sup> week before EWC if not earlier.	28 days.	None unless returning before 52 weeks, then 4 weeks.
<b>Teachers</b>	Less than 26 weeks service as at 15 weeks before EWC.	Up to 52 weeks.	No contractual or statutory maternity pay. Form SMP1 to be provided to the employee by payroll provider to apply for statutory maternity allowance.	By 15 <sup>th</sup> week before EWC if not earlier.	28 days.	None unless returning before 52 weeks, then 4 weeks.

**Table 2**

*Entitlement to maternity leave and pay for staff members with more than 26 weeks service as at the 15th week before the EWC but less than 1 years' service as at the 11th week before the EWC*

Entitlements				Obligations		
Category of Staff	Period of Continuous Service	Length of Maternity Leave	Pay	Period of Notice by Employee of Intention to Commence Leave	Period of Notice by Employee to Employer of Date Maternity Absence Begins	Period of Notice by Employee to Employer of Intention to Return to Work
<b>Support</b>	More than 26 weeks service as at the 15 <sup>th</sup> week but less than 1 years' service as at the 11 <sup>th</sup> week before EWC.	Up to 52 weeks.	No entitlement to contractual maternity pay. May have entitlement to SMP based on certain conditions (see 10.3 above).	By 15 <sup>th</sup> week before EWC if not earlier.	28 days.	None unless returning before 52 weeks, then 4 weeks.
<b>Teachers</b>	More than 26 weeks service as at the 15 <sup>th</sup> week but less than 1 years' service as at the 11 <sup>th</sup> week before EWC.	Up to 52 weeks	No entitlement to contractual maternity pay. May have entitlement to SMP based on certain conditions (see 10.3 above).	By 15 <sup>th</sup> week before EWC if not earlier.	28 days.	None unless returning before 52 weeks, then 4 weeks.

**Table 3**

*Entitlement to maternity leave and pay for staff members with at least one year's service as at the 11th week before the EWC*

Entitlements				Obligations		
Category of Staff	Period of Continuous Service	Length of Maternity Leave	Pay	Period of Notice by Employee of Intention to Commence Leave	Period of Notice by Employer of Date Maternity Absence Begins	Period of Notice by Employer of Intention to Return to Work
<b>Support</b>	1 year as at 11 weeks before EWC.	A total of up to 52 weeks leave; of which up to 11 weeks may be taken before EWC.	6 weeks at 90% of average earnings, followed by 12 weeks half pay & lower rate SMP followed by 21 weeks lower rate SMP only. Remainder unpaid.	By 15th week before EWC if not earlier.	28 days.	None unless returning before 52 weeks, then a minimum of 4 weeks.
<b>Teachers</b>	1 year as at 11 weeks before EWC.	A total of up to 52 weeks leave; of which up to 11 weeks may be taken before EWC.	4 weeks at full pay, 2 weeks at 90% of full pay, followed by 12 weeks half pay & lower rate SMP followed by 21 weeks lower rate SMP only. Remainder unpaid.	By 15th week before EWC if not earlier.	28 days.	None unless returning before 52 weeks, then a minimum of 4 weeks.

### Applications for Maternity Leave and Pay

Please read the maternity leave policy then complete and return the form below to your Line Manager and send a ☒ copy to [payroll@demat.org.uk](mailto:payroll@demat.org.uk), during or before the 15<sup>th</sup> week before your expected week of childbirth.

Name: \_\_\_\_\_

Payroll Number: \_\_\_\_\_

Place of Work: \_\_\_\_\_

**Maternity Options:** please circle one option below (refer to table overleaf)

**Options:**     **A**     **D**     **E**     **H**     **I**

*I understand and agree that if selecting H, I must return to work for a minimum of 13 weeks otherwise the 12 weeks of halfpay must be repaid.*

My first date of maternity leave is: \_\_\_\_\_

I understand this date can be altered but I must give at least 28 days notice

**Options:**     **B**     **C**     **F**     **G**     **J**     **K**

I do not intend to return to work and thereby wish to formally terminate my contract of employment effective from:

*Please tick*

Date: \_\_\_\_\_

The end of my maternity pay period.

**To be completed by all staff:**

I have read and understand the maternity policy, which I have retained.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Expected Week of Childbirth:** \_\_\_\_\_

The MATB1 certificate is available from your midwife from the 20<sup>th</sup> 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 (KIT) Days**

You are entitled to KIT days 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 KIT days must be discussed with your line manager.

I wish to discuss with my Line Manager arrangements for KIT days.

I do not wish to discuss arrangements for KIT days later but reserve the right to discuss this with my Line Manager at a later date during my maternity leave.

#### **Completed form received by Line Manager:**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Support Staff Maternity Entitlements

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 <sup>th</sup> week before the expected week of childbirth (EWC).	<b>A</b> 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>B</b> I would like to resign.	Not applicable.	As above.
	<b>C</b> My fixed term contract is coming to an end.	Not applicable.	As above.
26 weeks or more, irrespective of hours worked, as at the 15 <sup>th</sup> week before the expected week of childbirth and less than 1 years' service as at the 11 <sup>th</sup> week before the expected week of childbirth (EWC).	<b>D</b> 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: 6 weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	<b>E</b> 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 higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	<b>F</b> I would like to resign.	Not applicable.	Depending on salary and average earnings: 6 weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP.
	<b>G</b> My fixed term contract is coming to an end	Not applicable.	Depending on salary and average earnings: 6 weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP.
At least 1 year's continuous service, irrespective of hours worked, as at the 11 <sup>th</sup> week before the expected week of childbirth (EWC).	<b>H</b> 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.
	<b>I</b> 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' pay 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.
	<b>J</b> 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.
	<b>K</b> My fixed term contract is coming to an end	Not applicable.	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP.

## Teaching Staff Maternity Entitlements

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 <sup>th</sup> week before the expected week of childbirth (EWC).	<b>A</b> 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>B</b> I would like to resign.	Not applicable.	As above.
	<b>C</b> My fixed term contract is coming to an end.	Not applicable.	As above.
26 weeks or more, irrespective of hours worked, as at the 15 <sup>th</sup> week before the expected week of childbirth and less than 1 years' service as at the 11 <sup>th</sup> week before the expected week of childbirth (EWC).	<b>D</b> 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: 6 weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	<b>E</b> 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 higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid.
	<b>F</b> I would like to resign.	Not applicable.	Depending on salary and average earnings: 6 weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP.
	<b>G</b> My fixed term contract is coming to an end.	Not applicable.	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP.
At least 1 year's continuous service, irrespective of hours worked, as at the 11 <sup>th</sup> week before the expected week of childbirth (EWC).	<b>H</b> 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 followed 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.
	<b>I</b> 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 followed and 2 weeks at 90% of full pay. Plus, depending on salary and average earnings: 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.
	<b>J</b> I would like to resign.	Not applicable.	4 weeks at full pay followed and 2 weeks at 90% of full pay. Depending on salary and average earnings: 33 weeks lower rate SMP.
	<b>K</b> My fixed term contract is coming to an end.	Not applicable.	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP.

## KIT (Keeping in Touch) Day Claim Form

### SECTION A (to be completed by the employee)

*Please complete Section A and submit to your line manager for approval AFTER you have attended work on a KIT Day.*

1. Name: \_\_\_\_\_

Payroll Reference: \_\_\_\_\_

Post Title: \_\_\_\_\_

School: \_\_\_\_\_

2. I confirm that I am currently on maternity/adoption\* leave and wish to claim payment for attending work on an agreed KIT Day.

I attended work on \_\_\_\_\_ (date) for  
half a day / full day\*.

I understand that any monies claimed will be subject to tax/NI and pension deductions in the normal way.

3. I confirm that the information provided above is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(\*please delete as appropriate)

### SECTION B (to be completed by Headteacher / Senior Manager)

*Please complete Section B and forward to EPM for processing.*

1. Name: \_\_\_\_\_

2. I confirm that the above KIT Day payment is authorised:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Post title: \_\_\_\_\_

### SECTION C (to be completed by EPM)

*Please complete Section C and forward to Payroll for payment.*

Employee Number: \_\_\_\_\_

Date sent to Payroll Services: \_\_\_\_\_

Total number of KIT attendances claimed for: \_\_\_\_\_  
(each half/full day counts as 1 attendance – maximum number of attendances permitted = 10)

Calculation for Payment:

- \*\* Teachers – FTE annual salary / 365 x no of KIT days
- \*\* Support – FTE annual salary / 12 / days in the relevant month x no of KIT days

Signed: \_\_\_\_\_

**Personnel Adviser**

\*\* delete as appropriate