



# Maternity Leave Request Leave & Pay Form - Associate

Data Protection Act 1998 we will only process personal data in order to respond to your Maternity Request, which will be treated confidentially. In general it will be used for administrative, monitoring and statistical purposes.

**The original copy of this form must be returned to your Headteacher at least 28 days before your maternity absence is due to begin.**

Headteacher: Please forward to the Finance Office

Employees: Please keep a copy for your records.

## PERSONAL DETAILS:

Name			
Payroll Reference		Job Title	

## DETAILS OF MATERNITY:

<p><b>Date when baby is expected</b></p> <p>Please attach your certificate MATB1 (or other evidence of expected date of baby's birth)</p>	
<p><b>Date when you intend to commence your maternity leave</b></p> <p>(this can be any day of the week and should not be earlier than the beginning of the eleventh week before the week in which the baby is due).</p>	
<p><b>Date of intended return</b></p> <p>If you do not give a date, the date will be confirmed as the end of the maximum maternity leave period. If you subsequently wish to return on a different date, you must give at least 8 weeks' notice (see Maternity policy)</p>	

## DETAILS OF MATERNITY PAY:

**Maternity pay is only paid to those with 26 weeks local government service into the qualifying week (the 11<sup>th</sup> week before the baby is due). If you are not eligible for this you will need to contact the Department for Works and Pensions in order to claim maternity allowance.**

For the first 6 weeks of maternity leave you will receive 90% of your normal pay.

For the following 12 weeks you will receive your entitlement to flat rate Statutory Maternity Pay (SMP), plus if eligible, half pay as below if you have indicated that you intend to return to work.

For the next 21 weeks you will receive your entitlement to flat rate SMP (or 90% of your normal pay if this is less).

**Please choose one of the following options:**

- I intend to return to work following my maternity leave and would like my 12 weeks half pay on the normal pay dates during my absence.
- I intend to return to work following my maternity leave and would like my 12 weeks half pay to be paid over a mutually agreed period as to enable the continued receipt of childcare vouchers. My proposal for the payment of the half pay is attached.
- Please pay my 12 weeks half pay as a lump sum on the first pay date after I have return to work.

(NB: Although you are asked above to state your intention to return to work following your maternity leave this statement is not binding. If you do not return to the same employer for at least 3 months then you will be required to repay the 12 weeks half pay unless exceptional circumstances apply).

Signed ..... Date .....