

Maternity Pay Declaration Form

Staff File and to remain confidential.



Title	First name	Surname

Section 1: Statutory maternity scheme

Less than 1 year's continuous service with the Trust at the 15th week before the Expected Week of Confinement (EWC).

Please tick (a) or (b) as appropriate.

- (a) Less than 26 weeks continuous service with the Trust as at the 15th week before the EWC. I am entitled to 26 weeks Ordinary Maternity leave (OML) and 26 weeks Additional Maternity Leave (AML) but no maternity pay.

My maternity leave will start on: *

or

- (b) More than 26 weeks with the Trust but less than one year's continuous service at the 15th week before EWC. I am entitled to 26 weeks OML with Statutory Maternity Pay (SMP) and 26 weeks Additional Maternity Leave (AML) subject to meeting the qualifying conditions.

My maternity leave will start on: *

Signature:	Date:
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Section 2a: Occupational maternity benefits - Teachers

At least 1 year's continuous service at the 15th week before the EWC. Please complete either (a) or (b).

You are under no obligation to complete (c) but if you do not complete it the default position is (a) below.

- (a) I am entitled to 26 weeks OML and 26 weeks AML and SMP and Occupational Maternity Pay (OMP) made up of 4 weeks on full pay, followed by 2 weeks on 90% of a week's salary, followed by 12 weeks on half pay (subject to my declaration in (c) below), followed by 21 weeks on SMP.

My maternity leave will start on: *

- (b) I am entitled to 26 weeks OML and 26 weeks AML and Occupational Maternity Pay made up of 4 weeks on full pay, followed by 2 weeks on 90% of a week's salary, followed by 33 weeks on SMP - subject to my declaration in (c) below.

My maternity leave will start on: *

- (c) Please complete as appropriate:

I **may** return to work

I reserve the right to my contractual 12 weeks half pay. I understand this will only be paid to me if I return to work and complete 13 weeks service.

I **will** return to work

I wish to receive my contractual 12 weeks half pay. I understand that if I fail to return to work and/or do not complete 13 weeks service this amount will have to be repaid to the Trust. If however, I am certified medically unfit to return to work payment may not be required.

Signature:

Date:

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Section 2b: Occupational maternity benefits – Support Staff/Non-teachers

At least 1 year's continuous service at the 15th week before the EWC. Please complete either (a) or (b).

You are under no obligation to complete (c) but if you do not complete it the default position is (a) below.

(a) I am entitled to 26 weeks OML and 26 weeks AML and SMP and Occupational Maternity Pay (OMP) made up of 6 weeks on 90% of a week's salary, followed by 12 weeks on half pay (subject to my declaration in (c) below), followed by 21 weeks on SMP.

My maternity leave will start on:

*

(b) I am entitled to 26 weeks OML and 26 weeks AML and Occupational Maternity Pay made up of 6 weeks on 90% of a week's salary, followed by 12 weeks on half pay followed by 33 weeks on SMP - subject to my declaration in (c) below.

My maternity leave will start on:

*

(c) Please complete as appropriate:

I **may** return to work

I reserve the right to my contractual 12 weeks half pay. I understand this will only be paid to me if I return to work and complete 13 weeks service.

I **will** return to work

I wish to receive my contractual 12 weeks half pay. I understand that if I fail to return to work and/or do not complete 13 weeks service this amount will have to be repaid to the Trust. If however, I am certified medically unfit to return to work payment may not be required.

Signature:

Date:

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Summary for non teachers

Occupational scheme

If you have completed one year or more continuous service by the 26 weeks prior to the 15th week before your EWC, you are entitled to receive 12 weeks half pay on top of the statutory pay scheme. This is called the Occupational Maternity Scheme.

Even if you do not earn enough to receive SMP, as long as you have the relevant continuous service, you will be eligible for the Occupational Maternity Scheme. SMP will not be paid before the 11th week before your EWC

The 12 weeks' half pay can be paid out through the following options;

- Option 1 Half pay lump sum on return to work.
- Option 2 Half pay on weeks 7-18 and no balance on return to work.

Be aware that if you choose option 2, the total of your SMP and half pay during weeks 7-18 must not add up to more than your normal weekly full rate of pay. If this is the case, the sum will be scaled down to 100%.

A qualifying condition to this occupational maternity pay, is that you must return to your job for at least 13 calendar weeks (including periods of school closure), otherwise all or part of the 12 weeks half pay must be refunded to the Trust. If you are unsure whether you will return to work, it might be wise to choose option 1.

N.B. It is 13 calendar weeks, regardless of the number of days worked per week and does **not** include parental leave.

Schedule of Pay

WEEKS 1-6	6 weeks at 90% average weekly pay	} Plus option 1 or 2(See above)
WEEKS 7-39	Statutory Maternity Pay	
WEEKS 40-52	Unpaid Leave	

Statutory scheme

- (i) If you have 26 weeks service but less than one year's continuous service by the 15th week before the Expected Week of Childbirth the statutory maternity entitlement is as follows:

WEEKS 1-6	6 weeks at 90% of average weekly salary
WEEKS 7-39	Statutory Maternity Pay
WEEKS 40-52	Unpaid Leave

- (ii) If you have less than 26 weeks continuous service by the 15th week before the Expected Week of Childbirth will have an entitlement to:

- 52 weeks unpaid leave

PENSION CONTRIBUTIONS

While you are receiving pay, SMP, or both, and you contribute to the Local Government Pension scheme, deductions will be made on your new income.

You will need to request if you wish to make contributions on the unpaid period of maternity leave. Please contact HR or the Local Government Pension Scheme website www.lgps.org.uk for further information.

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Summary for teachers

Occupational scheme

If you have completed one year or more continuous service by the 26 weeks prior to the 15th week before your EWC, you are entitled to receive 12 weeks half pay on top of the statutory pay scheme. This is called the Occupational Maternity Scheme.

Even if you do not earn enough to receive SMP, as long as you have the relevant continuous service, you will be eligible for the Occupational Maternity Scheme. SMP will not be paid before the 11th week before your EWC.

The 12 weeks' half pay can be paid out through the following options;

- Option 1 Half pay lump sum on return to work.
- Option 2 Half pay on weeks 7-18 and no balance on return to work.

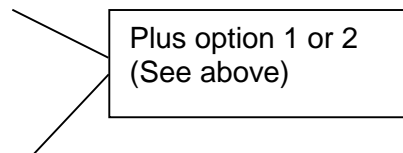
Be aware that if you choose option 2, the total of your SMP and half pay during weeks 7-18 must not add up to more than your normal weekly full rate of pay. If this is the case, the sum will be scaled down to 100%.

A qualifying condition to this occupational maternity pay, is that you must return to your job for at least 13 calendar weeks (including periods of school closure), otherwise all or part of the 12 weeks half pay must be refunded to the Trust. If you are unsure whether you will return to work, it might be wise to choose option 1.

N.B. It is 13 calendar weeks, regardless of the number of days worked per week and does **not** include parental leave.

Schedule of Pay

- WEEKS 1-4 Full Pay
- WEEKS 5-6 2 weeks at 90% average weekly pay
- WEEKS 7-39 Statutory Maternity Pay
- WEEKS 40-52 Unpaid Leave



Statutory scheme

- (i) If you have 26 weeks service but less than one year's continuous service by the 15th week before the Expected Week of Childbirth the statutory maternity entitlement is as follows:

- WEEKS 1-6 6 weeks at 90% of average weekly salary
- WEEKS 7-39 Statutory Maternity Pay
- WEEKS 40-52 Unpaid Leave

- (ii) If you have less than 26 weeks continuous service by the 15th week before the Expected Week of Childbirth will have an entitlement to:

- 52 weeks unpaid leave

PENSION CONTRIBUTIONS

While you are receiving pay, SMP, or both, and you contribute to the Teachers Pension scheme, deductions will be made on your new income.

With respect to the unpaid period of your maternity leave, you will need to discuss this in further detail with Teachers' Pensions on 0845 6066166 or view their website on www.teacherspensions.co.uk.