

APPENDIX 1: SUMMARY OF MATERNITY LEAVE/PAY ENTITLEMENTS

SERVICE	NOTIFICATION OF INTENTION TO TAKE MATERNITY LEAVE	COMMENCEMENT OF MATERNITY LEAVE	LENGTH OF MATERNITY LEAVE	MATERNITY PAY	NOTIFICATION OF RETURN TO WORK FOLLOWING MAT LEAVE	RETURN TO WORK
Less than 26 weeks continuous service by the 15 th week before the Expected Week of Childbirth (EWC.)	Employee must inform line manager in writing (copy to Personnel) by the 15 th week prior to EWC. , that she intends commencing maternity leave, indicating <ul style="list-style-type: none"> - EWC. (submitting MatB1 Certificate a.s.a.p.) - intended date of commencement of maternity leave 	(i) Employee may not begin maternity leave before the beginning of the 11 th week before the EWC. (ii) Employee may choose when to commence maternity leave after the 11 th week before the EWC. If, however, employee is absent from work after the beginning of the 4 th week before the EWC. due to pregnancy, childbirth or pregnancy related sickness, maternity leave will automatically be triggered. (iii) Maternity Leave can begin on any day of the week	Employee is entitled to up to 52 weeks maternity leave. Employee must take a minimum of 2 weeks maternity leave.	No pay. Employee may, however, be entitled to Maternity Allowance, payable through Job Centre Plus.	If the employee is returning to work before the end of her additional maternity leave entitlement then the employee must inform her line manager in writing (copy to Personnel) at least 56 days before she intends to return to work, of the date she proposes to return	(i) Employee is entitled to return to work at any time within maternity leave entitlement. Employee must , however, take a minimum of 2 weeks maternity leave. (ii) If employee is unable to return to work on the expected date due to sickness, the normal notification and certification provisions of the Council's sickness scheme will apply.
At least 26 weeks continuous service by the 15 th week before the EWC	Employee must inform line manager in writing (copy to Personnel) by the 15 th week prior to EWC , that she intends commencing maternity leave, indicating <ul style="list-style-type: none"> - EWC (submitting MatB1 Certificate a.s.a.p.) - intended date of commencement of maternity leave - intention to return to work or not for at least 3 months following maternity leave 	(i) Employee may not begin maternity leave before the beginning of the 11 th week before the EWC (ii) Employee may choose when to commence maternity leave after the 11 th week before the EWC However, if employee is absent from work after the beginning of the 4 th week before the EWC due to pregnancy, childbirth or pregnancy related sickness, maternity leave will automatically be triggered. (iii) Maternity Leave can begin on any day of the week	Employee is entitled to up to 52 weeks maternity leave. Employee must take a minimum of 2 weeks maternity leave.	(i) First 6 weeks of the maternity pay period at 9/10 th pay including SMP (ii) Following 12 weeks of maternity pay period at half pay plus SMP (iii) Following 21 weeks at SMP only (iv) Any further period of maternity leave at no pay (up to a maximum of 13 weeks)	If the employee is returning to work before the end of her additional maternity leave entitlement then the employee must inform her line manager in writing (copy to Personnel) at least 8 weeks before she intends to return to work, of the date she proposes to return	(i) Employee is entitled to return to work at any time within your maternity leave entitlement. Employee must, however, take a minimum of 2 weeks maternity leave. (ii) If employee is unable to return to work on the expected date due to sickness, the normal notification and certification provisions of the Council's sickness scheme will apply. (iii) If employee is entitled to the period of 12 weeks at ½ pay and do not return for at least 3 months, employee may have to refund to the Council the half pay received in this 12 week period.

