

Maternity, Paternity and Adoption Policy

Policy type	Statutory
Review period	3 Years
Last reviewed on:	7 th December 2021
Next review due:	Autumn 2024
Approval level:	Finance and Resources Committee
Number and Version	007 V1.0
Published on:	Staff Area

Version Number	Purpose/Change	Author	Date
V1.0	New Policy - TSAT reviewed	Roxanne Heywood	Aug-21

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Glossary of Terms used

EWC	Expected Week of childbirth
OMP	Occupational Maternity Pay
SMP	Statutory Maternity Pay
MA	Maternity Allowance
OML	Ordinary Maternity Leave
AML	Additional Maternity Leave
SAP	Statutory Adoption Pay
OAP	Occupational Adoption Pay
SPP	Statutory Paternity Pay
SPL	Shared Parental Leave
ShPP	Shared Parental Pay
KIT	Keeping In Touch
Mat B1	Maternity form completed by midwife or doctor

1. Introduction

This document sets out the responsibilities and provisions for Maternity, Paternity, Adoption, Shared Parental Leave and Pay that employees are entitled to, both before and after the birth/adoption of their child.

These provisions apply to all eligible employees regardless of the number of hours worked per week - subject to satisfying any qualifying conditions required by statutory regulations.

If you have queries regarding the information in this policy, please speak with the Headteacher.

Where the term Headteacher is used in this policy, with regards to implementation, this could either be the employee's manager, senior member of staff or the Headteacher. This is for the Headteacher to decide.

2. Pregnancy

You should notify the Headteacher/Line Manager of your pregnancy as soon as possible. Early notification will enable the Academy to put in place the relevant Health and Safety requirements to ensure a safe working environment for you.

As a pregnant employee there are specific provisions to ensure your health and safety whilst you are at work. These include the assessment of any workplace risk and the adoption of appropriate protective and preventative measures. This will be particularly relevant if you are working with any hazardous substances or have unusual working hours or patterns.

Once you have provided notification of your pregnancy, the Headteacher/ Line Manager will contact you to arrange a workplace risk assessment. This is to ensure that any necessary and reasonable adjustments are made.

If you have any concerns about your health and safety in your workplace, you should speak to the Headteacher/Line Manager in the first instance.

You must provide the Headteacher/ Line Manager with notification of your intention to take maternity leave no later than 15 weeks prior to your Expected Week of Childbirth (EWC), this is also known as your qualifying week.

The notification should be confirmed in writing and must include:

- Confirmation that you are pregnant (MAT B1)
- The week your baby is expected to be born
- Date you wish to start maternity leave
- Confirmation of whether you intend to return to work

You can change the start date of your leave, but you must give the Headteacher/ Line Manager at least 28 days' notice of the revised dates.

A MAT B1 certificate will be issued to you by your doctor / midwife. This certificate will need to be provided to the Headteacher/ Line Manager to receive SMP (if eligible). Your doctor/midwife will usually issue this around 20 weeks before the due date.

If you do not provide the required notification and evidence, your maternity pay cannot be paid.

3. Time off for antenatal appointments

You are entitled to a reasonable amount of paid time off for antenatal appointments. To request this, you should give a copy of your antenatal appointment letter to the Headteacher/ Line Manager (this may not apply for your first appointment) and complete a leave request form.

You should endeavour to give the Headteacher/ Line Manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day.

Expectant fathers or partners of the pregnant employee are entitled to unpaid time off to accompany the pregnant employee to up to two antenatal appointments and should complete the relevant leave request form for this.

4. Sickness during pregnancy

Generally, if you become sick during this period, you will be managed under the Academy's sickness policy and procedure. However, any pregnancy related absence will be disregarded for the purpose of attendance management under this.

Where you are off work for a pregnancy related illness within the last 4 weeks before your baby is due, maternity leave will automatically commence regardless of what may have been previously agreed. Sick pay stops as soon as maternity leave starts.

5. Miscarriage and Stillbirth

In the unfortunate event that a miscarriage occurs before 24 weeks of pregnancy, you will not be entitled to any maternity leave or pay and the Academy's sickness policy and procedure will apply.

If you have a stillbirth after 24 weeks or more into the pregnancy or if your baby dies after the birth, you will retain your entitlement to maternity leave and pay as outlined in this policy. You will also be entitled to parental bereavement leave. Please refer to the PLT special leave policy for more information.

6. Premature Birth

If your baby is born early, before the date you intended to start your leave, maternity leave and pay will automatically commence following the birth. You will need to provide confirmation of this to your Headteacher / Line Manager as soon as is practicably possible after the birth.

7. Maternity Suspension

As a duty of care to you, where the Headteacher/ Line Manager identifies a risk that cannot be avoided in the workplace, the Headteacher/ Line Manager will take steps to remove this risk or offer suitable alternative work. If no suitable alternative work is available, you will be suspended on full pay for as long as is necessary to protect the health and safety of you and your baby.

8. Maternity Leave

Your entitlement to maternity leave and pay is dependent on your length of service. If you are unsure whether your previous service applies, contact your HR support for advice.

You are entitled to take 52 weeks maternity leave regardless of your length of service or hours worked. This leave is split into two parts:

- the first 26 weeks is referred to as Ordinary Maternity Leave (OML) and;
- a further 26 weeks, Additional Maternity Leave (AML) which follows immediately after the OML.

The first 2 weeks following the birth of your child is a compulsory maternity leave period and you cannot return to work or participate in Keeping in Touch (KIT) days during this time.

The earliest date you can commence maternity leave is 11 weeks before your EWC. Maternity Leave will automatically start the day after the birth of your child, in the event of an early arrival. Maternity Leave will also start automatically in the event of a pregnancy related illness in the 4 weeks prior to your expected week of childbirth. The latest date you can choose to start your maternity leave is the day the baby is due.

In order to take maternity leave, you must notify the Headteacher/ Line Manager in writing by no later than the end of the 15th week before your Expected Week of Confinement (EWC) of when your baby is due and when you want to start your maternity leave.

Within 28 days of receiving this notification, the Headteacher/ Line Manager will confirm receipt and notify you of your leave start and end dates.

If you wish to change your maternity leave start date, you will need to give the Headteacher/ Line Manager 28 days' notice or agree a new date together.

9. Maternity Allowance

In the event you do not qualify for SMP, you may be entitled to Maternity Allowance, which is paid by Jobcentre Plus. You will be provided with an SMP1 form from payroll, explaining why you do not qualify.

If you have any questions regarding Maternity Allowance, please contact the Jobcentre Plus directly.

10. Maternity Pay

There are two types of maternity payments available to employees:

Statutory Maternity Pay (SMP) which is the basic statutory pay provided by the government
Occupational Maternity Pay (OMP) which is the Academy's enhanced maternity payment for eligible employees.

10.1. Statutory Maternity Pay (SMP)

If eligible, SMP is usually paid for a period of 39 weeks and is subject to tax and National Insurance deductions. SMP is calculated as follows:

- The first 6 weeks is paid at 90% of your average weekly earnings.
- The remaining 33 weeks is paid at either the flat SMP rate (which is usually reviewed annually every April), or at 90% of your average weekly earnings if this is lower.

All employees who are in receipt of Statutory Maternity Leave have the option of taking up to 13 weeks unpaid additional Maternity Leave and can therefore take up to 52 weeks off work whilst retaining full employment rights. Unpaid Maternity Leave starts immediately after any period of paid Maternity Leave and it continues for up to a further 13 weeks.

To be eligible for SMP you must:

- Have 26 weeks continuous service with the Academy by the end of the 15th week before your EWC.
- Notify the Headteacher of your pregnancy, EWC and the date you wish to start your maternity leave by the 15th week before your baby is due.
- Still be employed by the 15th week before your EWC.
- Have average weekly earnings above the lower earnings limit
- Provide a MATB1 certificate

10.2. Occupational Maternity Pay (OMP)

In addition to SMP, eligible Employees may also receive Occupational Maternity Pay (OMP) which is the enhanced element of Maternity Pay.

OMP is comprised of the following:

Teachers (Enhanced):	Support Staff (Enhanced)
4 weeks full pay 2 weeks at 90% 16 weeks at 50% plus SMP 17 weeks SMP	4 weeks full pay 2 weeks at 90% 16 weeks at 50% plus SMP 17 weeks SMP

To be eligible for OMP you must:

- Have at least 1 years' continuous service with a Trust school by the beginning of the 11th week prior to the EWC;
- Continue to be employed immediately before the maternity leave starts;
- Notify the Headteacher/Principal of the pregnancy, EWC and the start date of the maternity leave by the 15th week before the baby is due. This will be around the 25th week of pregnancy;
- Provide a MATB1 certificate.

11. Conditions for Receipt of Contractual Half Pay

You will not be entitled to contractual half pay where at the outset you indicate that you 'do not intend to return' to work following maternity leave.

Where you indicate that you 'will' return to work, contractual half pay will be paid during your maternity leave and you will be expected to return to work for at least 13 weeks service (or equivalent working weeks if teaching staff) following your maternity leave in order to retain your contractual half pay.

Where you return to work on a part time basis, you will be expected to return to work for a period which equates to 13 weeks part-time service under the previous contract which you worked prior to maternity leave.

The qualifying period of return includes academy closure periods.

Please be aware that if you do not return to work for the required time period, the Academy is entitled to reclaim the contractual half pay you have received.

12. Paternity Leave

The right to paternity leave is a statutory provision. Paternity leave entitles the partner of the pregnant employee to take up to 2 weeks leave after the birth of the child.

You are entitled to take up to two weeks leave within 56 days of the birth of your child. This must be taken in a continuous block of 1 or 2 weeks. Only one period of Paternity leave can be taken even if more than one baby is born as a result of the same pregnancy. Leave cannot start until the birth of the baby or, in the case of adoption, the placement of the child.

Leave must be taken within 56 days of the actual date of birth or placement of the child. If the child is born or placed earlier than expected, then leave must be taken within 56 days from the actual date of childbirth or placement.

Employees will still be entitled to paternity leave in the unfortunate event, the baby is either stillborn from 24 weeks of pregnancy or the baby is born alive at any point in the pregnancy but later dies.

Eligibility

To be eligible for Paternity Leave/Pay, in addition to the above, you must be taking the time off to look after the child and:

- be the child's father, the husband or partner of the mother (or adopter), the child's adopter or intended parent (if surrogacy arrangement)
- have at least 26 weeks continuous employment with the Academy by the end of the 15th week before the EWC or by the 'matching week' in the case of adoption
- have average weekly earnings above the lower earnings limit
- be employed by the Academy up to the date of birth
- be taking time off to look after the child or support the child's mother in her caring for the child

You must also inform the Headteacher in writing at least 15 weeks before the expected week of childbirth of:

- The expected week of the baby's birth.
- Whether you wish to take one or two weeks leave.
- When you want the leave to start.

Should the birth be premature, the above notice period will be waived to allow paternity leave to commence immediately.

Where adopting, you must inform the Headteacher within 7 days of being notified by your adoption agency:

- The date you are matched with the child
- The placement start date
- Whether you want to take one or two weeks leave
- When you want the leave to start

Changing paternity leave

You will need to give the Headteacher 28 days' notice in writing if you want to change when you start your paternity leave. Please note that leave cannot commence before the birth or adoption placement and must be taken within 56 days of the above.

13. Paternity Pay

If you have been continuously employed by the Academy for at least 26 weeks up to any day in the 'qualifying week, the Academy Trust offers a contractual Paternity Leave Pay provision which incorporates and exceeds the statutory entitlement to Paternity Pay.

Employees who meet the qualification requirements for Maternity Support Leave are entitled to:

- 1 or 2 consecutive calendar weeks at full contractual pay
- This is inclusive of statutory paternity pay or 90% of the Employees average weekly earnings (whichever is less).

Please note that statutory paternity pay is only payable where you have average earnings above the lower earnings limit for national insurance contributions. Where you do not qualify, Paternity Pay will be comprised of contractual pay only.

Employees whose earnings are below the lower earnings limit for National Insurance purposes will not qualify for SPP but may be entitled to other welfare benefits. Employees should contact HR for more information.

14. Adoption Leave

Adoption Leave is available to one member of a couple where a couple jointly adopt. The couple must choose which partner takes adoption leave. The other partner could get paternity leave instead.

The main adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

Employees are entitled to take up to 52 weeks' leave made up of 26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave.

Adoption leave can start;

- up to 14 days before the date the child starts living with you (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)

In order to assist the Academy in planning service provision and in accommodating the needs of the individual, the employee should notify the Headteacher of their intention to

adopt at an early stage in the process. During the process, the employee should endeavour to keep the Headteacher updated on progress.

Unless the employee notifies otherwise, the date on which they return to work will normally be the first working day 52 weeks after their adoption leave began.

Employees, who want to return to work before the end of the adoption leave, must give at least 8 weeks written notice of the date they intend to return

Notification

Employees who wish to take adoption leave are required to inform the Headteacher/ Line Manager within 7 days of being matched with a child, stating, how much leave they require, the leave start date and the 'date of placement'.

To qualify for adoption leave, an employee must:

- be newly matched with a child to be placed with them by an approved adoption agency and given the proof of this to the Headteacher
- have given the correct notification

15. Adoption Pay

There are two types of adoption payments available to employees:

1. Statutory Adoption Pay (SAP) which is the basic statutory pay provided by the government
2. Occupational Adoption Pay (OAP) which is the Academy's enhanced maternity payment for eligible employees.

15.1. Statutory Adoption Pay (SAP)

If you have completed 26 weeks continuous employment on your qualifying week, you have given the correct notice and have provided the relevant proof of adoption, you will qualify for Statutory Adoption Pay (SAP).

To qualify for SAP, an employee must:

- Give the Headteacher proof of adoption
- Have worked continuously for the Academy for 26 weeks, ending with the week in which they are notified of being matched with a child for adoption (UK adoptions)
- Have worked continuously for the Academy for 26 weeks, by the time you get your 'official notification' or when you start getting adoption pay (overseas adoptions)
- Have given the correct notification

In the event you do not qualify for Statutory Adoption Pay you will be provided with a SAP1 form explaining why you do not qualify.

SAP is paid for up to 39 weeks and is paid at a rate of 90% of your average weekly earnings for the first 6 weeks of maternity leave. You will then receive the Statutory Adoption rate for the next 33 weeks.

SAP is paid in the same way as your wages (e.g. monthly or weekly). And is subject to tax and National Insurance deductions.

15.2. Enhanced (Occupational) Adoption Pay

In addition to SAP, eligible Employees may also receive Enhanced (Occupational) Adoption Pay which is the enhanced element of Adoption Pay.

Enhanced (Occupational) Adoption Pay (OAP) is comprised of the following:

Teachers (Enhanced):	Support Staff (Enhanced)
4 weeks full pay 2 weeks at 90% 16 weeks at 50% plus SMP 17 weeks SMP	4 weeks full pay 2 weeks at 90% 16 weeks at 50% plus SMP 17 weeks SMP

To be eligible for OAP an employee must:

- Be adopting a child on their own or jointly adopting with their partner;
- If adopting a child within the UK – have at least 1 years' continuous service with a Trust school, Local Authority; or other maintained school / sixth form college, by the end of the week the Employee receives official notification of adoption;
- Continue to be employed immediately before the adoption leave starts and at the date the child is placed with the Employee or enters the UK.

16. Shared Parental Leave (SPL)

Shared Parental Leave ("SPL") provides eligible parents with the opportunity to choose to share the care of their child between them during the first year following the child's birth or adoption. Please refer to the PLT Shared Parental Leave guide for further information

17. Employment Conditions

Your continuous service is unbroken during maternity, paternity or adoption leave. All blocks of Leave (both paid and unpaid) count towards the calculation of those benefits which accrue with your continuous service, such as sickness benefits and redundancy pay.

Where applicable, any normal pay increments that are due to you will be awarded at the usual time, as will any pay award which is implemented by the Academy.

18. Pensions contributions

Support Staff - When commencing maternity or adoption leave and whilst in receipt of pay, pension contributions are based on actual pay received and LGPS benefits continue to build as if working normally on full pay. If the employee returns to work, they may decide to pay Additional Pension Contributions (APC's) to buy any lost pension due to unpaid leave. Further details can be found on the LGPS website.

Teaching staff – The pension accrual of a member of the Teachers' Pension Scheme will not be affected while they are on maternity leave, paternity leave or adoption leave. Such members will pay less by way of contributions as, although the contribution rate is based on the pre-leave usual rate of pensionable earnings, it is only applied against the statutory pay or any pay, which is at least half their pre-family leave salary.

19. Annual Leave

Term time employees: Employees continue to accrue annual leave during maternity, paternity or adoption leave. Employees are expected to take their annual leave during the period of academy closure as payment of leave entitlement is already included in their salary. Employees should inform the Headteacher/ Line Manager if they do not receive the correct proportion of holiday pay entitlement.

All year-round employees: Employees continue to accrue annual leave during maternity, paternity or adoption leave. This will be pro-rated for part time employees.

In agreement with the Headteacher/ Line Manager, annual leave can be taken before the employee commences leave or after the employee's leave ends. Annual leave cannot be taken during this leave period.

20. Contact during Leave

The Headteacher/ Line Manager can make reasonable contact with you during any of the leave periods listed in this policy. This contact is necessary to ensure discussions take place regarding return to work plans and to ensure you are kept up to date on important developments within the workplace.

You will not be expected to carry out work of any kind during your maternity or paternity leave unless a pre-arranged KIT Day has been agreed (see below).

21. Keeping in Touch (KIT) Days

Before going on maternity or adoption leave, you should discuss with the Headteacher/ Line Manager regarding what level of contact you will like to maintain with work during your leave, in order to avoid feeling 'out of touch' when you return. Please note that a KIT Day cannot be taken during compulsory maternity leave.

KIT days are entirely voluntary, and you are under no obligation to agree to KIT days. You may work up to a maximum of 10 KIT days without bringing your maternity leave to an end. Any days of work will not extend your maternity leave and you will be paid at your basic rate for hours worked during this period.

The work you carry out on a KIT Day may be your normal day-to-day work or may for example include, undertaking training or attending a team meeting.

Where a KIT Day is worked during the paid part of your maternity/adoption leave, the KIT hours/days will be offset against any pay you are currently receiving. This means that unless the pay for the hours you work in that week exceeds the pay you are currently receiving, there will be no payment made for the hours worked.

Where a KIT Day is worked in the unpaid part of your leave, you should receive full pay for hours worked.

Any amount of work done on a KIT Day counts as one KIT Day. So, if you attend a one-hour training session and do no other work that day, you will have used up one of your KIT days.

22. Returning to work

You have the right to return to your original job after ordinary maternity leave or to a similar job on the same terms and conditions if this is not practicable after your additional maternity leave.

If a re-organisation occurs whilst you are on maternity/adoption leave you will be treated as if you were not absent. For example, if your post becomes redundant due to a reduction in staffing levels, you are entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done is suitable and appropriate to the circumstances, and on

terms and conditions that are not substantially less favourable than those of your original post. It is unlawful for an employee to be selected for redundancy because the employee is on maternity/adoption leave or for any reason associated with pregnancy.

Unless otherwise notified, your return-to-work date will be the first working day after the end of the 52-week maternity/adoption leave. This date will be confirmed with you before you commence your maternity leave and you will be expected to return to work on this date. If you do not return on this date and have not informed the Headteacher of this change, you risk losing your right to return.

If you wish to return to work early or change the previously notified date, you must give the Headteacher/ Line Manager at least 8 weeks' notice in writing of your new intended return date.

Where you are unable to return to work due to sickness at the end of your maternity leave, you will need to inform the Headteacher/ Line Manager providing the relevant certificates in line with Academy's absence management processes.

At least 2 weeks before you are due to return to work, the Headteacher/ Line Manager may invite you to an informal meeting to discuss your return to work including any key updates you need to be aware of, training needs and any other requirements needed to ease you back into work.

23. Breastfeeding

If you are intending to continue breastfeeding on your return to work, you must inform the Headteacher/ Line Manager as soon as possible in writing before you return to work so that necessary arrangements can be made if required. Health and Safety regulations recommend employers to provide a safe, healthy and private environment for breastfeeding mothers to rest and express milk.

Where the Academy's facility cannot accommodate this, alternative arrangements will be agreed with you.

24. Leaving the Academy

If you decide not to return from maternity/adoption leave, you must formally resign and give the contractual notice to the Headteacher/ Line Manager. Your contract will terminate at the end of your contractual notice or at the end of Statutory Maternity Pay (SMP) (whichever is later). If you resign after returning to work, you will be required to give your contractual notice.

Where you leave employment before completing the 13 weeks' service upon return from maternity leave, you will be required to repay the proportion of the 12 weeks' half contractual maternity pay as may be required by the Academy (where this has already been received)

Frequently Asked Questions

What do I do now I know I'm pregnant?	Let your Headteacher/ Line Manager know so they can ensure you receive the appropriate health and safety protection and receive no loss of pay for keeping antenatal appointments
How do I apply for maternity leave and pay?	<p>Inform your Headteacher/ Line Manager as soon as you know what date you wish to begin maternity leave.</p> <p>At least 28 days before that date, confirm with your Headteacher/ Line Manager, in writing by completing the maternity leave form (attached). You will then receive a letter advising you of your eligibility for maternity leave and pay.</p>
What about time off for antenatal care?	You can take paid time off for antenatal care. You might be asked to show evidence of all but your first appointment.
When can I start my maternity leave?	You may begin your maternity leave any time from the 11 th week before your expected week of childbirth (EWC).
What if I carry on working after the 11 th week and I fall sick?	If you are sick after the beginning of the 4 th week before your EWC and the sickness is pregnancy related, the Academy will automatically start your maternity leave. Any sickness before the 4 th week will be treated as sickness absence.
Will I return to my original job?	<p>An employee will return to the job they were employed in before commencing maternity leave and on terms and conditions no less favourable than those that would have applied had you not been absent.</p> <p>If a re-organisation occurs whilst you are on maternity leave you will be treated as if you were not absent.</p>
What happens if I miscarry or have a stillbirth?	<p>If a stillbirth occurs after the 24th week of pregnancy your maternity rights will remain. Please see the PLT policy for Parental Bereavement Leave.</p> <p>Should you miscarry before this date maternity pay will not be paid, instead sick pay will be payable in accordance with the Academy's sickness scheme.</p>
Am I entitled to any special provisions if I have a multiple birth?	No, your entitlement to maternity leave and pay remains the same as if you were expecting one baby.

APPLICATION FOR MATERNITY LEAVE

PAYROLL NO:

POST NO:

NOTES: - To be completed and forwarded to the Headteacher/ Line Manager in line with the notification stated in the policy

PERSONAL DETAILS OF EMPLOYEE

Title:	Forenames:	Surname:
Address:		Academy:
		Job Title:

MATERNITY DETAILS

Expected Date of Childbirth:

Have you attached form MAT B1 from your Doctor/Midwife? YES ☐ NO ☐

MATERNITY LEAVE

Your entitlement to maternity leave is 26 weeks ordinary maternity leave and 26 weeks additional maternity leave.

The Date Maternity Leave commences:	Expected Date of Return to work (if applicable):
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For Office Use only

I certify that the employee is entitled to the maternity leave scheme option signed for.

Pay Maternity Pay from:

Signature of Manager/Headteacher:

Date:

Print Name:

MATERNITY

Refer to policy for full details of options.

Please tick as applicable.

Options:

- 1) Less than 26 weeks continuous service ☐
- 2) Less than 1 year's continuous service ☐
- 3) 1 or more years' continuous service ☐

If Option 1 is selected (please complete below):

I wish to apply for:

26 weeks ordinary maternity leave and 26 weeks additional maternity leave with no entitlement to a payment from the Academy (but may receive maternity pay from Job Centre Plus).

Signature: _____

Date: _____

If Option 2 is selected (please complete below)

I wish to apply for:

6 weeks Statutory Maternity Pay (SMP) based on 90% of weekly contractual pay followed by up to 33 weeks flat rate SMP, if eligible.

Signature: _____

Date: _____

If Option 3 is selected (please tick as appropriate):

I wish to apply for:

I may return to work ☐

I wish to receive the first 6 weeks of contractual maternity pay, and SMP (if eligible), which I may keep. I reserve the right to 16 weeks' half contractual maternity pay if I return to work in my current post and academy and complete 13 weeks' service.

NB. Statutory maternity Pay (if eligible) will still be paid even if contractual maternity pay is held.

I will return to work ☐

If I fail to return to work in my current post and academy and complete 13 weeks' service, I will repay the proportion of the 16 weeks' half contractual maternity pay as may be required by the Academy.

Signature: _____

Date: _____

Resignation:

I hereby give notice that I wish to terminate my contract of employment with the Academy by reason of maternity on **See note A:** _____ and that in doing so I wish it understood that I do not wish to exercise any statutory right to return to work with the Academy following the birth of my child and have no intention of doing so.

I hereby claim Statutory Maternity Pay to which I am entitled commencing on **See note B:** _____

Note A: day before maternity pay starts Note B: day maternity pay starts

Signature: _____

Date: _____

I wish to apply for contractual pay (if eligible):

Signature: _____

Date: _____

Appendix two

Self-Certification and Request for Paternity Leave form

Section A: Your dates for pay and leave

The baby is due on:

And, if the baby has been born, please enter actual date of birth:

I would like my paternity leave to start on:

End date:

I will be away from work for one/two* weeks (Please delete as appropriate)

Section B: Your declaration

Surname:

First Name:

Payroll Number:

National Insurance Number:

I declare that I meet the eligibility criteria as stated in this policy ☐

Signature:

Date:

Headteacher/Line Manager Approval:

Date: