

**Maternity Leave Plan**

Introduction

You are required to complete this plan and let Unitemps have a copy. The form on the following page will help you find out if you qualify for Statutory Maternity Pay and is also a simple way of making sure you give Unitemps all the necessary information required.

The personal details collected on this form will be processed in accordance with our [privacy notice](https://www.unitemps.com/privacy-notice/DMU/) and we will share this information with the University Payroll Office.

**Informing Unitemps You Are Pregnant**

It is helpful to let your place of work know as soon as you have decided your plans. You should use the following form to officially notify Unitemps. You should also ensure that your place of work safety officer has been made aware that you are pregnant as soon as possible in order to ensure that an appropriate risk assessment has been conducted.

# **Do I Qualify for Statutory Maternity Pay (SMP) / Maternity Allowance**

The following questions will help you work out whether you qualify for Statutory Maternity Pay. If you do not qualify for SMP you may be able to claim Maternity Allowance from the Social Security Office/Jobcentre Plus. You should still complete this section even if you believe you do not qualify for SMP.

**My expected due date :** ............................................

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| Qualifying Week  1. My qualifying week (running from Sunday to Saturday) is the 15th week before my expected week of childbirth. This is the week beginning:  Sunday…………………… (the qualifying week).  **CONTINUOUS EMPLOYMENT**  2. By the end of the qualifying week (15 weeks before EWC) I will have worked for Unitemps continuously for at least 26 weeks:  **Yes** [ ] tick box  or  **No** [ ] tick box  **AVERAGE EARNINGS**  3. You must also meet the lower earnings limit per week during your qualifying period. If you meet the lower earnings limit you will meet one of the eligibility criteria for SMP, however if you do not meet the lower earnings limit you will not be eligible for SMP. You will be notified of your eligibility upon receipt of the Maternity Leave Plan. | Count back 15 weeks from the Sunday that begins your expected week of childbirth (see question 1).  Your length of continuous employment runs from the day you started work with Unitemps to the present day, without a break in employment.  The lower earnings rate is £123 per week (before deductions).  HR will use the 8 weeks ending with the qualifying week (15th week before EWC) to work out your average earnings.  **If you do not qualify for SMP you may be able to claim Maternity Allowance from the Social Security Office/Jobcentre Plus.** |
| **STARTING MATERNITY LEAVE**  4. The earliest date I can start is 11 weeks from the Sunday that begins the expected week of childbirth.  This is Sunday……………………..(date) WORKING DURING PREGNANCY You must obtain your medical advisor’s advice as to whether you are fit to continue working during your pregnancy. You should also ensure that an appropriate risk assessment of your role is conducted. | You cannot normally start your maternity leave earlier than the 11th week before your expected week of childbirth.  Count back 11 weeks from the Sunday that begins your expected week of childbirth (see question 1) to obtain this date.  **ABSENCE BEFORE START DATE**  If you are absent from work for a pregnancy-related reason and the absence continues into or starts within the 4 week period before your expected week of childbirth, your maternity leave/pay will be started automatically from the day after the first complete day of absence from work within the 4 week period. This is regardless of the date you have told Unitemps/your workplace manager you want to start your maternity leave.  If you give birth before the date you intended to start maternity leave, your leave and pay will start on the day after the birth. |
| **RECEIVING SMP**  5. I intend to start my maternity leave from  ……………………………….  (this date can be any day of the week). | **STATUTORY MATERNITY PAY PERIOD**  SMP is paid for 39 weeks beginning on any day of the week. The latest it can start is the day after the birth of the baby. If you give birth before the date you intended to start maternity leave, your leave and pay will start on the day after the birth.  **PAYMENT OF SMP**  **The actual payment will be made in the same way as your wages are usually paid by Unitemps – you will not need to submit online timesheets for this.** |
| You should now sign the form and forward it to your local Unitemps office. Don’t forget to keep a copy of it for yourself.  I wish to confirm the above arrangements with Unitemps.  **Unitemps Payroll Number (found on your payslip)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name --------------------------------------------------**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |