

**School Employment Advisory Team**  
**Amended and adopted by Notre Dame Catholic College**

**Maternity Leave Scheme for School Support Staff**

**How do I apply for maternity leave?**

There are a number of documents that you need to send to us at least 28 days before you expect to start your maternity leave. These include:

- MATB1 This will be given to you by your midwife approximately 26 weeks into your pregnancy. It should be given to Mrs Harrison with written confirmation of your intended maternity leave dates.

On receipt of the above, we will confirm the details of your maternity leave and pay entitlement.

**What is my entitlement?**

Your entitlement to pay and leave will depend on your length of continuous service. You may be entitled to Statutory Maternity Pay (SMP) and / or Occupational Maternity Pay (OMP). To determine your entitlement, you will need to know your:

- a) Length of Service - This is usually determined by your start date with the school. However, if you worked for another local authority directly before joining Liverpool and without a break, this may be classed as continuous service. The school bursar or personnel manager will be able to clarify this.  
Gross Monthly Pay - This is the total amount that you earn each month before any deductions are taken. You will find this information on your payslip.
- b) Expected Week of Confinement -This is the week that your baby is due. It should be stated on your form MATB1 that the midwife will give to you.
- c) Qualifying Week-This is the Sunday at the start of the 15<sup>th</sup> week before your expected week of confinement.
- d) Start date for Maternity Leave - Your maternity leave can start from any day in the 11 weeks before your expected week of confinement. If you give birth before that time, your maternity leave will start from the day after the date of your baby's birth.

Creation Date:	Version	Reviewed by:	Last Approved:	Approval Date:	Review Date:	Pages
July 2015	2	SH/JMW	15.10.2015	20.10.2016	July 2017	Page 1 of 5

## Entitlement with less than 1 year's continuous service at the qualifying week.

Length of Service	Entitlement
Less than 26 weeks service at the qualifying week.	<ul style="list-style-type: none"> <li>• No entitlement to Statutory or Occupational maternity pay.</li> <li>• 52 weeks leave of absence without pay only.</li> <li>• Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes.</li> <li>• You may be entitled to Maternity Allowance (see below). If this applies, HR &amp; Payroll will send form SMP1 form to you when you send in your MATB1. You should take this to your local Benefits Agency.</li> </ul>
More than 26 weeks service at the qualifying week but not enough NI contributions. (HR & Payroll will confirm if this applies).	<ul style="list-style-type: none"> <li>• 52 weeks leave of absence without pay.</li> <li>• Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes.</li> <li>• You may be entitled to Maternity Allowance (see below). If this applies, HR &amp; Payroll will send form SMP1 form to you when you send in your MATB1. You should take this to your local Benefits Agency.</li> </ul>
More than 26 weeks service at the qualifying week and sufficient NI contributions paid.	<ul style="list-style-type: none"> <li>• Entitlement to Statutory Maternity Pay (SMP) only for 39 weeks. This will be paid as follows:               <ul style="list-style-type: none"> <li>❖ 6 weeks at 9/10ths of your average pay</li> <li>❖ 33 weeks at 9/10ths of your average salary or SMP per week (whichever is the lower)</li> </ul> </li> <li>• An additional 13 weeks leave of absence without pay.</li> <li>• Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes.</li> </ul>

Creation Date:	Version	Reviewed by:	Last Approved:	Approval Date:	Review Date:	Pages
July 2015	2	SH/JMW	15.10.2015	20.10.2016	July 2017	Page 2 of 5

## Maternity Allowance

Maternity Allowance is a benefit paid by the Department of work and Pensions for a maximum of 39 weeks. The earliest date that payment can start is 11 weeks before the week your baby is due.

### How to claim Maternity Allowance

Contact your local Benefits Agency Office or the antenatal clinic. Complete Form MA1 and send it to your Social Security office. This should be submitted with your MATB1 when you are 26 weeks pregnant. For further information on Maternity Allowance, please contact your local Benefits Agency Office.

### Entitlement with continuous service of 1 year or more at the qualifying week.

Length of Service	Entitlement
More than 1 year service at 11 weeks before your expected week of confinement and insufficient National Insurance contributions. (HR & Payroll will advise you if this applies)	<ul style="list-style-type: none"> <li>Entitlement to Occupational Maternity Pay only for 26 weeks.</li> <li>An additional 26 weeks leave of absence without pay.</li> <li>Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes.</li> <li>You may be entitled to Maternity Allowance (see below). If this applies, HR &amp; Payroll will send form SMP1 form to you when you send in your MATB1. You should take this to your local Benefits Agency.</li> </ul>
More than 1 year service at 11 weeks before your expected date of confinement and sufficient National Insurance contributions. (HR & Payroll will advise you if this applies)	<ul style="list-style-type: none"> <li>26 weeks Occupational Maternity Pay and 39 weeks Statutory Maternity Pay. This equates to 26 weeks at 9/10ths of your average salary plus 13 weeks SMP or 9/10ths of your average salary (whichever is the lower). Your entitlement to SMP is included in your occupational maternity pay and will not be paid as an additional amount of money.</li> <li>An additional 13 weeks leave of absence without pay.</li> <li>Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes.</li> </ul>

Creation Date:	Version	Reviewed by:	Last Approved:	Approval Date:	Review Date:	Pages
July 2015	2	SH/JMW	15.10.2015	20.10.2016	July 2017	Page 3 of 5

## What is Statutory Maternity Pay (SMP)?

This is a state scheme under which employers are responsible for making payments to pregnant employees who are eligible.

To qualify for SMP you must

- have worked for the school for at least 26 consecutive weeks up to and including the 15<sup>th</sup> week before the week in which your baby is due;
- continue to work into the 15<sup>th</sup> week (Qualifying Week) before your expected week of confinement, for at least one day;
- have average weekly earnings at the Qualifying Week (calculated over an 8 week period) that exceed the lower earnings limit for payment of National Insurance contributions. (If this applies, you will be advised by Payroll);
- give at least 28 days' notice to the school of your intention to stop working.

SMP will be paid from the Sunday following the week in which you stop working. It will be paid on your usual pay date for a maximum of 39 weeks. The earliest date SMP can be paid is the 11<sup>th</sup> week before your baby is due. SMP will not be paid if you are held in legal custody during the maternity pay or if you work for another employer after the birth but during your maternity pay period.

## What is Occupational Maternity Pay (OMP)?

This is school's own scheme and to qualify you must:

- have at least 1 year continuous service at the 11<sup>th</sup> week before your baby is due;
- continue to work up to the 11<sup>th</sup> week prior to the week in which your baby is due;
- give the school at least 28 days notice of the date on which you intend to stop working

Please note that if you decide to return to work before your notified end date then you are required to give 28 days' notice.

## Important Pay Information

At some point, you will need to decide whether or not you will return to work after the birth of your baby. If you decide not to return for the minimum period of 3 full calendar months, you will not be entitled to any OMP after the first 6 weeks of your maternity leave. You must, therefore, choose one of the following options for your pay arrangements:

- You can receive your maternity pay monthly on your usual pay day. If you choose not to return to work, any OMP paid to you after the first six weeks of your absence must be repaid to the school or
- You can opt to receive OMP for the first six weeks only of your maternity leave. (You will still receive any SMP to which you are entitled). After you have returned to work for three full calendar months, any outstanding OMP will be paid to you in full.

Creation Date:	Version	Reviewed by:	Last Approved:	Approval Date:	Review Date:	Pages
July 2015	2	SH/JMW	15.10.2015	20.10.2016	July 2017	Page 4 of 5

Adapted from the Liverpool City Council Policy for Support Staff Maternity Leave and Pay 2012

## **What if I am off sick during my pregnancy?**

If you are absent from work after the beginning of the 4<sup>th</sup> week before your baby is due, maternity leave will automatically begin if your sickness is pregnancy related. If your absence is not pregnancy related, usual sickness procedures apply and your maternity leave will not be affected.

If your baby is born before maternity leave commences, the date after the date of childbirth should be regarded as the first day of maternity leave.

## **What are Keeping In Touch days?**

You may, by agreement with your employer undertake up to 10 days work/training, under your contract of employment without losing your right to SMP or Maternity Allowance. These days are designed to help ease your eventual return to work, and make it easier for you to keep in touch with your employer during your leave from work.

## **Where can I get further information about maternity leave?**

Please see Jean Wilkinson, Personnel Manager who will help with any questions that you might have with regard to maternity leave and pay.

Creation Date:	Version	Reviewed by:	Last Approved:	Approval Date:	Review Date:	Pages
July 2015	2	SH/JMW	15.10.2015	20.10.2016	July 2017	Page 5 of 5