

Notre Dame Catholic College

Maternity Leave Scheme for Teaching Staff

How do I apply for maternity leave ?

You should apply in writing to the headteacher at least 28 days before you expect to start your maternity leave enclosing your **MATB1** form. This will be given to you by your midwife approximately 26 weeks into your pregnancy.

On receipt of the above, we will confirm the details of your maternity leave, including the end date of your maternity leave.

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. Further Education establishments cannot be classed as another local authority. Jean Wilkinson, Personnel Manager or Thelma Forshaw, Bursar can advise you on this if you are not sure.
- b) **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.
- c) **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.
- d) **Qualifying Week** - This is the Sunday at the start of the 15th week before your expected week of confinement.
- e) **Start date for Maternity Leave** - Your maternity leave can start from any Sunday in the 11 weeks before your expected week of confinement. If you give birth before that time, your maternity leave will start from the date of your baby's birth.

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

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

Maternity Allowance

Maternity Allowance is a benefit paid by the Benefits Agency 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
<p>More than 1 year service at 11 weeks before your expected week of confinement and insufficient National Insurance contributions.</p> <p>(Thelma Forshaw, Bursar will advise you if this applies)</p>	<ul style="list-style-type: none"> • Entitlement to Occupational Maternity Pay only for 18 weeks. • 8 weeks unpaid ordinary maternity leave. • An additional 26 weeks leave of absence without pay • Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes. • You may be entitled to Maternity Allowance (see below). If this applies, Jean Wilkinson, Personnel Manager or Thelma Forshaw, Bursar will send form SMP1 form to you when you send in your MATB1. You should take this to your local Benefits Agency.
<p>More than 1 year service at 11 weeks before your expected date of confinement and sufficient National Insurance contributions.</p> <p>(Thelma Forshaw, Bursar will advise you if this applies)</p>	<ul style="list-style-type: none"> • 18 weeks Occupational Maternity Pay and 39 weeks Statutory Maternity Pay. Your entitlement to SMP is included in this amount and will not be paid as an additional amount of money ❖ 4 weeks at full pay ❖ 2 weeks at 9/10ths of your average pay ❖ 12 weeks at half pay of your average salary plus weekly Statutory Maternity Pay, or 9/10ths whichever is the lower, to the maximum of your average pay. • Followed by 21 weeks at Statutory Maternity Pay or 9/10ths of your average salary, whichever is the lower. • An additional 13 weeks leave of absence without pay • Paid time off for ante-natal care. This includes reasonable requests for exercise and relaxation classes.

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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 15th week before the week in which your baby is due
- continue to work into the 15th 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 the Human Resource & Payroll Service);
- 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 11th 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 Notre Dame Catholic College's own scheme, modelled on Liverpool City Council's scheme and to qualify you must:

- have at least 1 year continuous service at the 11th week before your baby is due
- continue to work immediately before the start of your absence (whether or not at work)
- 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 21 days notice.

Important Pay Information – Return to work after Maternity Leave

- 1) If you are not available, or able to return to work following your maternity leave for a minimum period of 13 weeks you will only be eligible for Statutory Maternity Pay. (eg. If you are employed on a fixed term contract which ends prior to the end of your maternity leave).
- 2) If you are able and available to return to work but you decide not to return for the minimum period of 13 weeks, you will not be entitled to any OMP after the first 6 weeks of your maternity leave. Where the employer agrees, a full time teacher may return to work on a part time basis for a period which equates to 13 weeks of full time service. The 13 week period (or part time equivalent) starts from the date the teacher returns to work or the date during the school holiday on which the teacher is declared medically fit to be available for work.

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 or

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- 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 13 weeks, any outstanding OMP will be paid to you in full.

What if I am off sick during my pregnancy?

If you are absent from work after the beginning of the 4th 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 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?

You can contact Jean Wilkinson, Personnel Manager or Thelma Forshaw, Bursar in the college.

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