To be completed by the HR contact

## A. Employee details

1. Employee name Click to enter employee name
2. Employee number Click to enter employee number
3. Department Click to enter department name Division Select from list.

## B. Planned dates of maternity leave

1. Employment start date Click to enter a date.
2. Maternity leave start date Click to enter a date.
3. Maternity leave planned end date Click to enter a date.

*If employment has not started before the planned start of maternity leave no maternity benefits can be claimed through the University.*

## C. Qualifying for University and/or Statutory Maternity Pay (SMP) to be paid by the University

1. Expected week of childbirth (EWC) Sunday at start of the EWC
2. Qualifying week (15th week before the EWC) Sunday at start of the qualifying week
3. Does the employee intend to return to work? Yes/No
4. Does the employee have 26 weeks continuous service at the Qualifying week? Yes/No

*If the answer to BOTH questions 9 and 10 is Yes, the employee qualifies for both statutory and University maternity pay – continue to the E) Authorisations below*

*If the answer to question 9 is No but 10 is Yes, the employee will qualify for SMP only (and not the University’s maternity pay) please go to section D.*

*If the answer to question 9 is Yes, but 10 is No please complete Part 2.*

## D. If the employee is not returning to work at University after the maternity leave

*Employees who do not intend to return to work are not eligible for the University’s enhanced maternity leave scheme but may qualify for statutory payments.*

1. Date of leaving Click to enter a date
2. Number of days pay in lieu of holidays Click to enter text.
3. Address to which P45 should be sent Click to enter address

## E. Authorisations

1. Is ORIGINAL MATB1 appended (required for SMP)? Yes/No

Signed………………………………….. Date
**Head of Department/Departmental Administrator/HR Manager**

To be completed by the employee

As you were not employed by the University at the qualifying week you do not qualify for SMP to be paid to you by the University. You should complete the calculator at <https://www.gov.uk/pay-leave-for-parents> to establish your eligibility to statutory benefits from other sources. Depending on your entitlements, you may need to contact your previous employer or make a claim to Jobcentre Plus.

You must claim any statutory benefits to which you are entitled: the University’s maternity scheme does not replace statutory benefits, it ‘tops them up’ so that, through a combination of statutory payments and salary, the employee receives payment equivalent to their full pay salary rate for up to 26 weeks.

In this form we ask you to give the University details of your statutory entitlements so that the University Payroll team can offset such income in calculating the payments to be made by the University.

## Claiming statutory maternity benefits which are paid by other organisations

Complete either A, B or C below

A: At my qualifying week I was employed by another employer[[1]](#footnote-1), and I had 26 weeks continuous service with them [ ]

I have contacted my previous employer and confirmed the following:

* 1. My SMP entitlement will start on Click to enter a date.
	2. My SMP entitlement will end on Click to enter a date.
	3. During the first 6 weeks of leave (during the 90% of normal weekly pay period) my previous employer will pay me at the rate of enter weekly rate paid

B: I qualify for Maternity Allowance [ ] and will claim it from Click to enter a date. for (*select one*):

1. 39 weeks at the higher rate [ ]
2. 39 weeks at the lower rate [ ]
3. 14 weeks at the lower rate [ ]

C: According to the calculator at <https://www.gov.uk/pay-leave-for-parents> I do not qualify for any statutory maternity payments [ ]

Declaration:

I started employment with the University before starting maternity leave, and I intend to return to work for the University after my leave. I agree that the information about my entitlements to contractual and statutory payments in Parts 1 and 2 of this form is correct and I understand that I must claim any statutory payments to which I am entitled.

Signed…………………………………………………………………………………………….Date

1. If your previous employer was the University’s Temporary Staffing Service your HR contact should contact the University’s Payroll team for advice [↑](#footnote-ref-1)