

MATERNITY LEAVE SCHEME OPTIONS

OPTIONS	SERVICE	INTENTION	ENTITLEMENT
A	Less than 26 weeks service at the 15 th week before the expected week of childbirth	You wish to return to work	13 weeks unpaid leave with the benefit of contractual terms plus the option to extend for up to a further 39 weeks together with possible maternity benefit from the DWP
B	Minimum of 26 weeks service at the 15 th week before the expected week of childbirth*	You may wish to return to work	SMP ie.90% of full pay for the first 6 weeks and SMP at the standard rate for the remaining 33 weeks. Also a maximum of 13 weeks unpaid extended maternity leave
C	Minimum of 26 weeks service at the 15 th week before the expected week of childbirth*	You do not wish to return to work	SMP ie 90% of full pay for the first 6 weeks and SMP at the standard rate for the remaining 33 weeks
D	Minimum of 12 months service at the beginning of the 11 th week prior to the expected week of childbirth*	You wish to return to work	8 weeks full pay less any SMP or MA, 18 weeks at half pay, plus SMP or Maternity Allowance providing the total does not exceed full pay. 13 weeks SMP*. Also a maximum of 13 weeks unpaid maternity leave

***N.B. Statutory Maternity Pay (SMP) is payable for a period of 39 weeks and is dependent on your level of National Insurance contributions within a specified qualifying period. To qualify you must receive average weekly earnings over an eight week period prior to the fifteenth week before the expected week of childbirth of not less than the lower earning limit for the payment of National Insurance contributions.**

(Full pay means the average weekly wage calculated over the 8 –week period preceding the qualifying week, i.e. 15th week before the expected week of childbirth) and this will be used to calculate your entitlement

- **This amount will not exceed an individual's normal full pay.**

Further details are available on the HMRC website. – www.hmrc.gov.uk