



## **Guidance Notes for Maternity Leave Notification Form**

Please read these Guidance Notes before completing the Maternity Leave Notification Form.

The Maternity Leave Notification Form should be used by an employee to formally notify their line manager/supervisor and the Payroll Team/HR of their pregnancy and intention to take maternity leave.

This process is required to ensure that the Payroll Team and HR are notified by an employee who wishes to take maternity leave and they are able to process the maternity leave and pay entitlements in an efficient and effective way.

This guidance document covers the following steps:

- Completing the Maternity Leave Notification Form
- Notification of a pregnancy and intention to take maternity leave
- Eligibility for Statutory Maternity Pay and Contractual (Occupational) Maternity Pay
- Notification of return to work after a period of maternity leave

### **1. COMPLETING THE MATERNITY LEAVE APPLICATION FORM**

Please discuss your plans for maternity leave with your line manager/supervisor before completing this form. Employees should notify their HR Adviser of their intention to take maternity leave and will be sent the form to complete. There will be an opportunity to discuss your leave and ask questions about the form during the entitlements meeting held with your HR Adviser.

You do not need to wait until you complete this form to inform your line manager that you are pregnant. Please complete this form and send it electronically to the Payroll Team ([Fin.Div.Payroll@lse.ac.uk](mailto:Fin.Div.Payroll@lse.ac.uk)) along with your MATB1 certificate **by the end of the 15th week before the Expected Week of Childbirth (EWC)**. The Expected Week of Childbirth (EWC) is the week, beginning on the Sunday in which it is expected that the baby will be born. Please use the Maternity Leave Entitlements Reckoner which can be found [here](#) to work out your EWC.

The form will be processed by the Payroll Team and they will confirm the maternity leave and any maternity pay entitlements which you are entitled to, in writing. LSE's maternity leave policy can be found [here](#).

#### **1.1 Employee Details**

Please enter your current details in this section. You should ensure that you use your full name as it appears on your passport and not your 'known as' name. You will also need to enter your home address, contact telephone number and personal email address. This is to ensure we have the most up-to-date details recorded on the system for you.

You will also need to provide details of your employment such as your unique Payroll number which can be found on your payslip, your job title and the name of the Division/Department/Centre/Institute where you work.

You will also need to choose a job family from the four options available: Academic, Research Bands 6+, LSE Fellow and Tutorial, Professional Services and Research Band 5.

## 2. Dates for Maternity Leave

**2.1** Please enter the date your baby is due by selecting a date on the calendar.

**2.2** Please enter the date you intend to start your maternity leave by selecting a date on the calendar. Please do not include any annual leave days that you will be taking prior to starting your maternity leave as those should be agreed as usual with your line manager. Your maternity leave can start at any point from the 11<sup>th</sup> week before the Expected Week of Childbirth (EWC) up to the actual date of birth.

**2.3** Please confirm that you are attaching a copy of your original MATB1 certificate along with this form by choosing one of the three options available:

- Has already been passed onto the Pay Team;
- Is enclosed with this form;
- Will be given to the Pay Team as soon as possible.

Your doctor or midwife will be able to give you a MATB1 certificate which will give you the expected week of childbirth. You must provide a scanned copy of the original form to the Payroll Team **at least 28 days** before you wish to start your leave.

**2.4** Please indicate the date you expect to return onto Payroll using the calendar. This is the day after the last day of your maternity leave. You do not need to provide any further notice if you are planning to return to work at the end of the full 52 weeks' maternity leave and you have already indicated that you will be taking a full year on this form.

**Please note: if you are not taking the full 52 weeks' maternity leave or you wish to change the date you return to Payroll once you have emailed your Notification Form to Payroll, you will need to complete a 'Return to Work' form at least 8 weeks' before the return date. Please see section 4 for details about the 'Return to Work' form.**

## 3. Maternity Pay

**3.1** Employees are eligible for Contractual Maternity Leave and Pay if they have continuously worked for the School for 26 weeks' at the beginning of the 15<sup>th</sup> week before the EWC. To see if you qualify, please click [here](#).

Employees' who have continuously worked for the School for 26 weeks at the beginning of the 15<sup>th</sup> week before the EWC qualify (inclusive of Statutory Maternity Pay (SMP) for:

- 18 weeks' leave on full pay, subject to receiving MAT B1 form stating the EWC.
- 21 weeks' leave at £140.98 per week (SMP rate from 6 April 2016) or 90% of average weekly earnings, whichever is lower.
- 13 weeks' unpaid Additional Maternity Leave (AML).

**3.2** Please indicate the maternity leave and pay that you are entitled to by choosing one option from the drop-down list on the form. If you are not eligible for Statutory Maternity Pay (SMP), the Payroll Team will give you form SMP1 explaining why you cannot get Statutory Maternity Leave and you may be eligible for Maternity Allowance instead.

#### 4. Annual Leave and Return to Work Form

- 4.1 Please note all annual leave requests should be recorded locally on your annual leave calculator and agreed/authorised by your line manager.
- 4.2 Please use the holiday calculator (for staff on maternity/adoption/shared parental leave) to work out how much annual leave you will accrue whilst being on maternity leave.
- 4.3 You will have various options available to you for using the annual leave accrued whilst you are on maternity leave. If you choose to end your maternity leave earlier than 52 weeks, you can return to return to Payroll early without physically returning to work so you will effectively be on 'annual leave' and will receive full pay.
- 4.4 **Please note: employees who wish to return to work earlier or later than agreed on their Maternity Notification Form, should provide 8 weeks' notice in writing of their new intended date of return to work and will need to complete a 'Return to Work' form.** Other options to discuss with your line manager may be a phased return to work whereby an employee uses 'annual leave' to work part-time – you will receive full pay e.g. you work a 3 day week and use 2 days as annual leave (until annual leave accrued is used up or for a temporary period agreed in advance with line manager e.g. part-time arrangement for 2 months).

#### 5. Declaration of Employee

Please sign and date the form to notify the School of your pregnancy and to confirm your intention to take the maternity leave on the dates specified on this form. **Please note: should you decide to bring forward or delay the intended start date, you must submit a revised form with the updated details at least 28 days beforehand (from the earliest date).**

#### 6. Signatures

You can type your name or initials into the signature box to indicate that the details on the form have been authorised or use an electronic signature. The signature together with an email from the signature owner (from their School email address) is deemed as authorisation.

#### 7. Submitting the Request

Completed forms should be sent electronically to [Fin.Div.Payroll@lse.ac.uk](mailto:Fin.Div.Payroll@lse.ac.uk). Please do not return paper copies. Please ensure you have provided all necessary documentation when submitting the form e.g. MATB1 certificate.

#### 8. Issues with Completing the Form

If you have any issues with completing this form then please contact your designated [HR Administrator](#) or your [HR Adviser](#).