



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 NOTIFICATION 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 they can access the Maternity Leave Notification form on MyHR. There will be an opportunity to discuss your leave and ask questions about the form during the entitlements meeting held with your HR Adviser.

Please complete this form on MyHR, along with uploading a copy of your MATB1 certificate **by the end of the 15th week before the Expected Week of Childbirth (EWC)**. Your line manager will receive a notification that the form has been completed. 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

MyHR will pull through your employee details (such as your full name and contact telephone number); you will be asked to check some details (such as your home address) before submitting the form.

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 11th 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:

- You have uploaded your MATB1 certificate to MyHR, or
- Your MATB1 certificate is to follow and will be uploaded to MyHR at a later date.

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 after you have completed your Maternity Leave Notification Form, you will need to complete a Family Friendly Amendment Form at least 8 weeks' before the return date.

3. Maternity Pay

LSE employees are eligible for:

- 22 weeks' leave on full pay, subject to receiving MAT B1 form stating the EWC.
- 17 weeks' leave at the SMP rate (click [here](#) for the current rate) or 90% of average weekly earnings, whichever is lower.
- 13 weeks' unpaid Additional Maternity Leave (AML).

4. Annual Leave and Return to Work Form

4.1 Please note all annual leave requests should be requested and authorised on MyHR as well as locally on your annual leave calculator.

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 Family Friendly Amendment 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 tick to certify 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. Submitting the Request

Forms should be completed and submitted on MyHR. Submission of the form via MyHR signifies your acceptance of the terms explained in the form. Please do not return paper copies. Please ensure you have provided all necessary documentation when submitting the form e.g. MATB1 certificate.

7. 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](#).