



21<sup>st</sup> January 2014

**Strictly Confidential**

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Dear Rachel

**Maternity Leave**

Further to recent conversations I write to confirm the details regarding your maternity leave and payment.

As you are aware, you are eligible to take up to 52 weeks' maternity leave (26 weeks ordinary maternity leave plus 26 weeks' additional maternity leave). You have chosen to take maternity leave for a period of 52 weeks; given your chosen start date of 23<sup>rd</sup> March 2014, your maternity leave will end on 21<sup>st</sup> March 2015.

The latest date you may return to work is 23<sup>rd</sup> March 2015, the day after your additional maternity leave ends.

If you want to change the date your maternity leave starts you must, if at all possible, confirm in writing, at least 28 days before your proposed new start date or 28 days before 23<sup>rd</sup> March 2014, whichever is sooner.

If you are absent from work due to a pregnancy related reason in the 4 weeks before your due date or if you gave birth early, your maternity leave would automatically commence.

If you decide to return to work before 23<sup>rd</sup> March 2015, you must give us at least 8 weeks notice in writing. Whilst you are not legally obliged to notify us of your intentions unless returning to work earlier than the 12 months, it would be helpful if at some point you could advise what your initial thoughts are. This helps us to continue to provide cover for your role. Please be aware that any information you provide at that stage will not affect your role within the Department or affect your right to return if you choose to do so. In addition, any information that you provide at that stage will be in no way binding.

Providing you plan to return to work for a period of at least 6 months following maternity leave you are eligible to receive Company Maternity Pay in addition to your statutory entitlements. This would bring the total of your maternity pay including Statutory and Company to:-

- 8 weeks at full basic salary (inclusive of SMP)
- 10 weeks at half basic salary (inclusive of SMP)
- 21 weeks at Statutory Maternity rate
- The remaining 13 weeks will be unpaid.

If you decide not to return or choose to leave the Company within 6 months of returning, or are dismissed other than for reasons of redundancy or ill-health, you will be required to pay back the Company Maternity Pay in full.

Please note that all dates quoted in this letter could be subject to change if you decide to commence maternity leave earlier/later than you originally stated.

By mutual agreement, you are permitted to work for us for up to 10 'keeping in touch' days during your maternity leave without bringing your maternity leave to an end and without loss of a week's SMP (where SMP is due in that week). You will also be paid at basic rate for any days worked in addition. The provisions apply to the entire period of your ordinary and additional maternity leave, except during the first 2 weeks from the day of childbirth. This is a period of compulsory maternity leave during which you are prohibited from working.

You will continue to accrue paid holiday whilst on maternity leave. Your current annual leave entitlement is 93.46 hours from 1<sup>st</sup> October 2013 and 23<sup>rd</sup> March 2014 (25 complete weeks), 101 hours for the remainder of the 2013/14 year up to 30<sup>th</sup> September 2014 (27 complete weeks), and 93.46 hours from 1<sup>st</sup> October 2014 to 21<sup>st</sup> March 2015 to your maternity return date. Your current untaken bank holiday entitlement is 5 days for the remainder of 2013/14 year and will have 3 days untaken within the 2014/15 year.

It has been agreed that you will take 36 hours of the above leave entitlement prior to your maternity leave date. You have also opted to take the accrued 8 bank holidays at the end of your maternity leave and a further 216 hours between 2<sup>nd</sup> April and 15<sup>th</sup> May 2015 (incorporating the 3<sup>rd</sup> and 6<sup>th</sup> of April 2015 bank holiday days), meaning that your actual return date will be 18<sup>th</sup> May 2015.

If you decide not to return to work following maternity, you must still give the notice of termination as required by your Contract of Employment currently a minimum of three months.

As your employer, the Company needs to ensure that your health & safety as a pregnant mother are protected while you are working and that you are not exposed to risk. If you have any further concerns following the recent risk assessment and specifically in relation to your pregnancy and your duties, please let us know immediately.

If you have any queries relating to your maternity leave or wish to discuss further please do not hesitate to contact me on 01494 560 119.

Kind regards,

A handwritten signature in black ink, appearing to read "Efoster".

**Emily Foster**  
**HR Officer**  
**For and on behalf of InHealth Limited**

Cc: Raechelle Young