

Maternity Pay and Leave Policy

Appendix B

Notification of Maternity Leave

Please complete and send this form **no later than 28 days** before your maternity leave begins. Late forms may affect entitlements.

For non-medical staff: send to HR Admin, 5th Floor Salton House, St. Mary's Hospital or email to imperial.admin.hr@nhs.net

For medical staff: send to Medical HR Admin Team, 1st Floor Education Centre, CXH or email to imperial.medicalhradmin@nhs.net

Personal Details	
First Name: <u>Kelly-Marie</u>	Surname: <u>Snagell</u>
Assignment Number: <u>27596912</u>	Position Number:
Job Title: <u>Senior Clinical Vascular Scientist</u>	Ward/Department & Site: <u>CXH Vascular Outpatients</u>
Grade: <u>8a</u>	Division: <u>Please select Surgery, Cardiovascular Cancer</u>
Contact No. (Work): <u>0203 3117322</u>	Prof reg / Work Permit exp.date:
Contact Details and Address for Payslips during Maternity Leave	
Address: <u>97B Maidstone Rd, London</u>	Home No:
Post Code: <u>N11 2JS</u>	Mobile No: <u>07912004490</u>
	Personal Email: <u>km.barrett@hotmail.com</u>
Maternity Leave	
My baby's due date according to the MATB1 cert. is:	<u>27.03.20</u>
My maternity leave will start on:	<u>16.03.20</u>
I have attached my original MAT B1 form:	
Annual Leave and Bank Holiday (for manager and employee reference)	
Accrual during maternity leave:	<u>0</u> days to be taken prior to maternity leave
Annual Leave: <u>28</u> days	<u>36</u> days to be taken on return from maternity leave (to be confirmed via appendix C)
Bank holidays: <u>8</u> days	
Participation in salary sacrifice schemes (please tick which schemes you currently are part of)	
<input type="checkbox"/> Cycle to Work - <input type="checkbox"/> Home Electronics - <input type="checkbox"/> Tusker Car scheme - <input type="checkbox"/> Childcare vouchers/ Nursery Fee Direct	
Returning to Work (in order to receive your maternity pay you must tick one of the boxes below)	
<input checked="" type="checkbox"/> I intend returning to work for the NHS. <input type="checkbox"/> I do not intend returning to work for the NHS, and hereby give notice of termination of my employment at the end of my maternity leave.	

I confirm that the information on this form is correct to the best of my knowledge and that I have read and will comply with the Trust's "Maternity Policy". I understand that claims for leave may be reviewed by the LCFS and may lead to disciplinary action and/or prosecution if found to be fraudulent.

Employee's Authorisation (complete in pen and ink)		
Employee's Signature: <u>K Snagell</u>	Date: <u>7/1/2020</u>	
Manager's Authorisation (complete in block capitals)		
Manager's Name: <u>MARIE ELLIS</u>	Manager's Signature: <u>Marie Ellis</u>	
Job Title: <u>Principal Clinical Vascular Scientist</u>	Ext: <u>17322</u>	Date: <u>14/01/2020</u>
For HR Admin/Medical HR Admin Use Only:		
Entitlement: <input type="checkbox"/> OMP and SMP	<input type="checkbox"/> OMP only	<input type="checkbox"/> SMP only
		<input type="checkbox"/> None
Increment date:	Mat. Position number:	
Average Weekly Earnings:		

TO THE DOCTOR OR MIDWIFE – Please fill in this form in ink.

Name of patient

KELLY-MARIE SWAGELL

Certificate number

002262981

Part A

Fill in this part if you are giving the certificate **before** the confinement.

Do not fill this in more than 20 weeks before the week when the baby is expected.

I certify that I examined you on the date given below. In my opinion you can expect to have your baby in the week that includes 29/3/20

Week means a period of 7 days starting on a Sunday and ending on a Saturday.

Date of examination 5/1/2020

Date of signing 5/1/2020

Signature

Part B

Fill in this part if you are giving the certificate **after** the confinement.

I certify that I attended you in connection with the birth which took place on/...../..... when you were delivered of a child [] children.

In my opinion your baby was expected in the week that includes/...../.....

Registered midwives

Please give your NMC Personal Identification Number and the expiry date of your registration with the NMC.

146 0496 E

Doctors

Please stamp your name and address here if the form has not been stamped by the Health Authority in whose medical list you are registered.

Antenatal Clinic

1st Floor

Elizabeth Garrett Anderson Wing
University College Hospital
25 Grafton Way

London WC1E 6DB

TO THE PATIENT

Please read the notes on the back of this form ►

MAT B1 04/2015

This is your

Maternity Certificate to claim Statutory Maternity Pay or Maternity Allowance

Full name

Kelly-Marie Swagell

Address

92 b Maidstone Rd, London, N11 2JS

Date of birth

22 / 04 / 1985

National Insurance number

5T 17 75 60 A

Statutory Maternity Pay (SMP)

You may be entitled to SMP from an employer if you have been employed by the same employer from the beginning of your pregnancy. You need to give your employer at least 28 days notice of the date you want your SMP to start.

Ask your employer if you can get SMP. If you have more than one employer ask each of them. **Do this now.**

Give this certificate to your employer to get SMP.

If you cannot get SMP, your employer must give you back this certificate with form **SMP1** so you can claim Maternity Allowance.

Maternity Allowance (MA)

You may be able to get MA if:

- your employer cannot pay you SMP, or
- you are self-employed or do not have an employer
- you are neither employed nor self-employed but take part in the business of your self-employed spouse or civil partner.

If you think you may be entitled to MA, get form **MA1** from the Jobcentre Plus claim-line on **0800 055 6688** or if you are Welsh **0800 012 1888**. If you have speech or hearing difficulties you can contact the claim line using a textphone on **0800 023 4888**. You can also get an **MA1** from your antenatal clinic, or download it from www.gov.uk/maternity-allowance/how-to-claim

More information

There are time limits for claiming SMP and Maternity Allowance. **You may lose money if your claim is late.** Visit www.gov.uk for more information about SMP and MA and other help for you and your family. For example:

- Sure Start Maternity Grant
- Child Benefit
- Tax Credits.

There is more information in your bounty pack, or ask at your ante-natal clinic.