

Our ref: SK

18 May 2016

To be opened by addressee only

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Dear Kate

Congratulations and thank you for telling me about your pregnancy and the date that your baby is due. I am writing to you about your maternity leave and pay from your post in Vascular Studies.

As advised at the Maternity Workshop you are eligible for 52 weeks maternity leave (26 weeks ordinary maternity leave plus 26 weeks additional maternity leave).

Given your chosen start date of 18 July 2016, the final day of your maternity leave will be 16 July 2017. The latest date by which you should resume your duties is 17 July 2017.

If you want to change the date your maternity leave starts you must inform your Line Manager and myself at least 4 weeks beforehand or as soon as is reasonably practicable.

If your baby is born before the 18 July 2016, then please contact me so that I can organise changing the start date of your maternity leave.

If you do decide to return to work before 17 July 2017 you must give your Line Manager at least 4 weeks notice in writing.

You have indicated on your form that you are eligible for 39 weeks Occupational Maternity Pay and Statutory Maternity Pay combined from the Trust.

I have passed your maternity paperwork to our Payroll Department and they will check your entitlement and process your maternity pay, if applicable. Your maternity pay will be from 18 July 2016 to 16 April 2017 and will be:

- 8 weeks full pay (inclusive of SMP) from 18 July 2016 to 11 September 2016
- 18 weeks half pay plus Statutory Maternity Pay from 10 September 2016 to 15 January 2017
- 13 weeks Statutory Maternity Pay from 16 January 2017 to 16 April 2017.

You are also entitled to 13 weeks of unpaid maternity leave from 17 April 2017 to 16 July 2017.

I would like to remind you that this leave at the higher rate of maternity pay is granted provided you return to work in the NHS for at least three months following your maternity leave. If you do not

return to work for this period, you will be liable to refund the whole of your maternity pay, less any SMP or Maternity Allowance received.

Please note, that we advertise all our posts on the NHS Jobs website www.jobs.nhs.uk.

If you have any queries relating to this letter please do not hesitate to contact me on extension 5770. Alternatively if you have an issue with your pay please contact our Payroll Department on 01604 523327.

Wishing you well over the coming weeks.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Kinsella', written in a cursive style.

Sarah Kinsella
Corporate HR Officer