

Maternity Leave & Pay Application

Name: Lila Wright

This form should be completed <u>before the end of the 15th week before the expected</u> <u>week of childbirth</u> and your Manager should forward it to the Payroll Department.

The MAT B1 form should be submitted to the Payroll Department <u>not less than 28 days</u> <u>before commencement of the maternity leave.</u>

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| Address: 4 Sandyleaze, Westbury on Try | m, Bristol, BS9 3PY |
| Assignment No: 21111988 | Band: 8b |
| Ward / Dept: 26450 PMO | Directorate: People & Transformation |
| Start Date with NBT: 12/2009 | Start Date with NHS: 12/2009 |
| Are you on a Term-Time or Annualised H | lours Contract? Annualised |
| Expected Date of Childbirth (EWC): 1st June 2022 | |
| Start Date of Maternity Leave: 11th April 2 | 2022 |
| MAT B1 Attached or Date it will be Sent: | Attached |
| Line Manager's Name: Rhona Galt | Extension Number: 07804594002 |
| | |
| Please select the Maternity Option you wish to take, | |
| Option A ⊠ I intend to return to work | • |
| Option B □ I do not intend to return to | work |
| Option C □ I am undecided | |
| | |
| Declaration: Option A | |
| | nimum period of 3 months after the expiry of maternity ments received less any SMP entitlements unless I another NHS authority within 3 months. |
| I have read the Maternity & Adoption Policy which I understand & accept | |
| Signed Attriff 6 | Date 14/2/2022 |

| Declaration: Options B and C |
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| Completion of this form does not replace the normal requirements for notice and if I have not already done so and decide to leave in the future, I am required to submit my resignation stating the date I intend to terminate my employment. |
| I have read the Maternity & Adoption Policy which I understand & accept. |
| Signed Allight Date 14/2/2022 |
| · |
| Declaration: All Employees taking Maternity Leave |
| I understand that a change in my circumstances during payment of SMP may affect my entitlement and therefore I agree to notify my manager and the Payroll Department of any of the following as soon as possible: |
| If my actual date of childbirth is earlier than the date that I intended to start my maternity leave (SMP cannot start any later than the day after the birth) |
| If I start work with another employer after the birth If I are above of (autoide the EC) If I are above of (autoide the EC) |
| If I go abroad (outside the EC) If I am taken into legal custody |
| I have read the Maternity & Adoption Policy which I understand & accept. |
| Signed Might Date 14/2/2022 |
| |
| <u>Line Manager</u> : Please authorise the above application for maternity leave and keep a copy. A copy of the maternity letter confirming the entitlements will be sent to you. |

Date.....



ADDITIONAL INFORMATION for EMPLOYEES AND MANAGERS

The Maternity & Adoption Policy can be found on LINK under the People Team by clicking on the A-Z of People Policies. It is your responsibility to ensure you have read and understood the policy and you are aware of your entitlements.

If you are pregnant, you have a legal entitlement to 52 weeks maternity leave. The Maternity & Adoption Flowcharts available via LINK summarise the entitlements for each of the different options (as listed above - A, B & C).

If you want to change your maternity start date after submitting the form, your manager needs to contact Payroll immediately to inform them of the revised date. Failure to do so may result in payment errors.

SMP cannot be paid if the average earnings are below the lower earnings level for National Insurance. See the <u>Gov.uk website</u> for the latest yearly rates.

If you are returning to work, your manager should complete a Change of Conditions Form which states the date of your return to work and confirms the hours to be worked on your return.

If you are not returning to work, your manager must complete a Termination Form.

Should you have any changes to the choices you have made on your application for maternity leave, you must contact your manager and Payroll with 28 days' notice or at the earliest opportunity.

Salary Sacrifice & Childcare Vouchers

Salary sacrifice will reduce the average weekly salary used for payment of the maternity pay.

Salary Sacrifice will be deducted from the OMP but not from the SMP.

If you intend to reduce the time you will be using the childcare facilities during your maternity leave period, it might be beneficial to stop the salary sacrifice to increase the average pay. The average pay is calculated over the 8 week period prior to the 15th week before the estimated week of birth so the Payroll Department would need to have the information by the end of the 16th week. Salary Sacrifice can be altered if there is a lifestyle change.

The Equality Act states that you cannot be disadvantaged for a salary sacrifice scheme and if you are unable to make the deductions from your OMP when you enter either half or nil pay then the Trust will cover the cost of the salary sacrifice deductions as long as you were part of the scheme prior to your maternity leave.

