

# Maternity Leave & Pay Application

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

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

Name: Lila Wright	
Address: 4 Sandyleaze, Westbury on Trym, 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 Hours Contract? Annualised	
Expected Date of Childbirth (EWC): 1 <sup>st</sup> June 2022	
Start Date of Maternity Leave: 11 <sup>th</sup> April 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

I understand that if I fail to return for a minimum period of 3 months after the expiry of maternity leave, I am liable to refund any OMP payments received less any SMP entitlements unless I submit a copy of a letter of appointment to another NHS authority within 3 months.

I have read the Maternity & Adoption Policy which I understand & accept

Signed.......... Date.....14/2/2022.....



### **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 [Gov.uk website](#) 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 15<sup>th</sup> week before the estimated week of birth so the Payroll Department would need to have the information by the end of the 16<sup>th</sup> 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.

