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Private and Confidential

18 September 2022

Laura Nobles
81 Ryeworth Road
Charlton Kings
Cheltenham
GL52 6LS

Dear Laura,

Congratulations on your pregnancy.

I am writing to you following receipt of your written notification of your intention to take a period of maternity leave commencing on 22 December 2022. I understand you wish to return to work after maternity leave and I am writing to you to inform you of the latest date by which you must return from maternity leave, which is 22 December 2023.

As you have notified the Trust that you intend to return to work following confinement, you have a right to return to your job under your original contract under no less favourable terms and conditions.

By choosing to return you are agreeing to return to this Trust or another NHS Trust for a minimum of 3 months. Please note that GHNHST does not accept working on the bank for 3 months as a return for this purpose.

Should you fail to return to work for at least 3 months following the end of your maternity leave period, the amount you would have been overpaid will be recovered.

Chair: Peter Lachecki
Chief Executive: Deborah Lee



As you have more than 26 weeks service within the NHS as at the 15th week before your expected week of confinement you are entitled to 52 weeks maternity leave of which the first 26 weeks will be paid, the following 26 weeks of additional leave being unpaid.

Should you commence your maternity leave on 22 December 2022, you will automatically return to work on 22 December 2023, which is the latest date by which you must return from maternity leave.

Should you wish to return to work earlier than this date, you must give the Trust 28 days' notice of your return in writing and through completion of the F189A form which is contained in the Trust Maternity Leave and Pay Procedure. The letter and forms should be sent to me. Please be aware that the Trust can postpone your date of return should the Trust not be able to accommodate an early return, however, the postponement cannot be past the end of your maternity leave period.

Should you change your mind about when to commence maternity leave you need to give at least 28 days' notice in writing. Following this, I will write to you again confirming the latest date by which you must return from maternity leave.

Please refer to the maternity charts contained in the Trust's Maternity Leave and Pay Procedure to confirm your entitlement to maternity pay.

I hope this is clear. However please do not hesitate to contact me if there is anything in this letter about which you are uncertain.

Yours sincerely



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