

11 January 2017

**FOR ADDRESSEE ONLY**

Mrs Louise Keehn  
Sent by email

Dear Mrs Keehn

**MATERNITY LEAVE**

Thank you for informing me that you are pregnant. I can confirm that since you have completed 26 weeks' continuous service at the 15th week before the Expected Week of Childbirth (EWC) you will be eligible for the university's Occupational Maternity Scheme provided you satisfy the return to work requirements. The conditions and entitlements to leave and pay under this scheme are as set out below:

Ordinary Maternity Leave (OML)      - 26 weeks  
Additional Maternity Leave (AML)      - 26 weeks

- 18 weeks leave on full pay [inclusive of Statutory Maternity Pay (SMP) payable at 90% of salary for 6 weeks, £139.58 standard rate for the remainder of the period]
- 21 weeks SMP at £139.58 standard rate
- Up to 13 weeks unpaid leave

In order to receive the benefits of the Occupational Maternity scheme you will also need to indicate on the notification form attached your intention to return to work following maternity leave.

You may commence maternity leave at any time from the beginning of the 11th week before the EWC. Please indicate your intended start date of your maternity leave no later than 15 weeks before the EWC by completing the attached notification form. Please be aware that should childbirth occur before this date, you should advise us of this as maternity leave will automatically commence the day after the birth.

Should you intend to continue working beyond the 7th week before the EWC, you may find it useful to confirm with your GP or midwife that it is safe for you to do so.

Details of the university's Occupational Maternity Scheme for all staff can be found on the Human Resources web pages, <https://internal.kcl.ac.uk/hr/info/MaternityLeave.pdf> It includes details on the status of your contract and terms and conditions including annual leave, pay and pension rights during maternity leave. Please read these carefully.

I would like to draw your attention to the fact that the university has the right to reclaim the non-statutory element of your maternity pay if you decide not to return to work, or if you leave service within three months of returning to work.

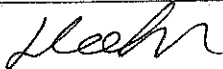
I should be grateful if you would complete the notification form below and return it with one copy of this letter to me at the above address. Please also retain a copy for your own records. Once it has been received from your GP or midwife, your **original** MAT B1 should also be sent to me at the address above.

Should you have any queries on anything outlined in this letter or the University policy please do not hesitate to contact me.

Yours sincerely



Sadik Uddin  
HR Administration Coordinator  
Employment Administration Team

<i>Occupational Maternity Leave Notification Form</i> <b>All sections of this form should be completed before being returned to HR</b>	
<b>Section A</b> I wish to commence maternity leave on <u>WEDS 15<sup>TH</sup> MARCH 2017</u>	
<b>Section B</b> I do / <del>do not</del> intend to return to work after my maternity leave. (delete as appropriate) Expected return to work date: <u>THURSDAY 14<sup>TH</sup> DECEMBER 2017</u> or My last day of service will be:.....	
<b>Section C</b> I understand that if I do not return to work for three complete months the university has the right to reclaim the non-statutory element of the maternity pay I have received.	
Signed: 	Date: <u>16/01/17</u>
Name: <u>LOUISE KEEN</u>	