

Thursday, 14 July
2022

Private and Confidential

Eloise O'Sullivan
Sent by email to: eloise.tuck@nhs.net

Workforce Services
Downsmere
The Princess Royal Hospital
Lewes Road
Haywards Heath
West Sussex
RH16 4EX

Dear Eloise,

Thank you for sending me your Maternity Leave application form and MATB1 certificate, informing us of your intention to commence your Maternity Leave on **15th August 2022** and that you intend to return to work after your Maternity Leave.

I am pleased to confirm that you are entitled to 39 weeks' paid Maternity Leave, made up as follows:

8 weeks at full pay, 18 weeks at half pay (based on a calculation of your average earnings 8 weeks prior to the qualifying week) plus any SMP entitlement, plus 13 weeks at lower rate SMP. You will also be entitled to up to 13 weeks' unpaid Maternity Leave.

Please be aware that any unpaid leave taken during the pay calculation period, 8 weeks before the qualifying week, will have the effect of reducing your OMP.

Would you kindly inform your Manager if your baby arrives earlier than expected, i.e., earlier than the date provided by your Doctor/Midwife on the MATB1 certificate, as this will change the commencement date of your OMP payments.

If you have a parking permit or a bus key card, this will be suspended by the Transport Bureau for the duration of your Maternity Leave. Would you please send your parking permit/ bus key card to the Transport Bureau for safekeeping on your last day before commencing Maternity Leave. They will hold on to this and return it to your Manager at the end of your Maternity Leave, during your Annual Leave. Your Manager will return it to you on your first day back at work. Please do not attempt to use a suspended permit / key card whilst on Maternity Leave.

You have indicated that your provisional return to work date will be **15th August 2023** therefore your Maternity Leave end date will be **14th August 2023**. Should you wish to return prior to this date, you must give your Manager 28 days' notice of the new date that you wish to return to work.

Annual Leave entitlement will accrue during your Maternity Leave. This should be discussed with your Manager prior to the commencement of your Maternity Leave. It is recommended that any leave accrued up to your proposed Maternity Leave start date is taken prior to commencement of your Maternity Leave. All Annual Leave accrued whilst on Maternity Leave should be taken at the end of your Maternity Leave, prior to your return to work.

I hope everything goes well.

Yours sincerely

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

Lorna Sullivan
Workforce Services Administrator
Workforce Services

cc Simon Ward