

**MATLTR002-1 - Acknowledgement of Notification of Pregnancy  
(Employee with more than 26 weeks service by the end of the 15<sup>th</sup> week before  
Expected Week of Childbirth, who is entitled to Statutory Maternity Pay)**

[Employee Name]  
[Employee Address]

[Date]

Dear [insert name]

**Acknowledgement**

Thank you for informing me that you wish to start your Maternity Leave and to

**Maternity Leave**

I confirm that you are entitled to 26 weeks' Additional Maternity Leave. Additional Maternity Leave follows

You may commence your Maternity Leave from your Expected Week of

You have advised me that your baby is due and the date you wish to start your Maternity Leave is [insert date].

If you wish to change the date you wish to start your Maternity Leave or 28 days before your Expected Week of Childbirth, please inform me in writing at [insert address]. If you do change your start date, you should, if possible, inform me in writing of your final intended start date, whichever is sooner.

**Antenatal Appointments**

You are entitled to attend antenatal appointments during your Maternity Leave. You should inform me in advance of your appointment card details. Wherever possible it would be useful if you could attend on a working day to ensure you are paid as normal. You should provide evidence by showing me appropriate. Wherever possible it would be useful if you could attend at the end or start of the

of your baby is due and the date you wish to start your Maternity Leave is [insert date].

Additional Maternity Leave and 26 weeks' Maternity Leave in total. Additional Maternity Leave follows

from the 11<sup>th</sup> week before your Expected Week of Childbirth.

Maternity Leave on [insert date].

As you should, if possible, inform me in writing of your final intended start date, whichever is sooner. If you do change your start date, you should, if possible, inform me in writing of your final intended start date, whichever is sooner.

You should provide evidence by showing me appropriate. Wherever possible it would be useful if you could attend at the end or start of the

## Return Date

Given your proposed c  
for [insert the date 52  
Employee]. If you wis  
giving at least 8 weeks  
return earlier then it m  
the 8 weeks notice' no  
the sooner.

ur return date is scheduled  
ve or date as advised by  
ould advise me in writing,  
ent notice of your wish to  
urn date for a period up to  
leave period, whichever is

## Mat B1 Form

During your pregnancy  
by your Doctor or Mic  
should give me the MA  
on your Personnel Rec  
Maternity Payment.

[be given] a MAT B1 form  
Week of Childbirth. You  
copy of which will be held  
y to provide your Statutory

## Pregnancy Related

If during the 4 weeks  
from work on account  
with your pregnancy, t  
first date of absence.  
working then, at your r  
of the Company.

th (EWC) you are absent  
safety reasons connected  
to have begun from your  
and you wish to continue  
our return at the discretion

The start of your Mate  
before your proposed s

omatically if you give birth

If you do give birth pr  
write to you again with :

than expected then I will

## Resignation

If you decide to resign  
required by your Contra

you need to give notice as

## Risk Assessment

To ensure your health,  
Assessment will be unt  
confirm details of the R

ing your pregnancy a Risk  
within the Company. I will

/continued.....

## Maternity Pay

### Rate of Statutory Maternity Pay

You are entitled to the following:

#### Weeks 1 - 6

The rate of SMP is

your earnings

#### Weeks 7 – 39

the current Statutory Maternity Pay rate  
or  
90% of average weekly earnings  
whichever is the lesser  
the SMP Rate

if you receive a lesser amount than

#### Weeks 40 – 52

No payment

### Rate of Company Maternity Pay

[include any Company Maternity Pay]

[if necessary]

This payment will be made in addition to the Statutory Maternity Pay.

### Keeping in Touch during Maternity Leave

I would like to keep in touch with you during your Maternity Leave. I would like to keep in touch with you with regard to:

your Maternity Leave and in particular I will

- any significant changes to your contact details
- any opportunities for you to return to work during your Maternity Leave
- any mutually agreed arrangements (such as a return to work trial or a related event) for you to return to work during your Maternity Leave. This will not affect your right to continued payment of Statutory Maternity Pay. This will be discussed at the end of your Maternity Leave.

your Maternity Leave

any mutually agreed arrangements (such as a return to work trial or a related event) for you to return to work during your Maternity Leave. This will not affect your right to continued payment of Statutory Maternity Pay. This will be discussed at the end of your Maternity Leave.

If you have any queries or concerns regarding your Maternity Pay, then please contact me.

regarding your employment during your Maternity Leave.

Yours sincerely

[Name]  
[Manager Title]