 Ulster University

**Maternity Leave**

**Application Form**

Please complete and return this Application Form to hr@ulster.ac.uk as soon as possible, but at least 28 days before you wish to start your maternity leave.

**Personal Information**

**Name:**       **Staff No:**

**Job Title:**       **Campus:**

**School/Department:**

**When submitting this application form, you should attach medical evidence of the date of expected childbirth. This will normally be the original MAT B1 certificate, which will be available from your Doctor or Midwife, from the 14th week before the week in which your baby is due.**

*Please note your original MAT B1 Form should be sent to the relevant People Partner within People and Culture, as soon as possible following submission of this Application Form.*

**Maternity Leave**

All women taking maternity leave are entitled to have a period of leave, ranging between 2 and 52 weeks, commencing no earlier than 11 weeks before the week in which your baby is due.

I wish to confirm I would like my maternity leave to start on       and end on      .

**Maternity Pay**

Depending on your service with the University at the time of the birth of your baby, you may be entitled to Occupational Maternity Pay (OMP), Statutory Maternity Pay (SMP) or Maternity Allowance (MA), for all, or part, of your maternity leave, depending on how much leave you decide to take.

You should indicate below the leave which applies to you (eligibility has been explained in Appendix A attached):

|  |  |  |
| --- | --- | --- |
| **1** | **Occupational Maternity Leave** * 39 weeks paid leave (18 weeks leave on full pay and 21 weeks on Statutory Maternity Pay)
* 13 weeks’ unpaid leave
 |  |
| **2** | **Statutory Maternity Leave*** 39 weeks on Statutory Maternity Pay
* 13 weeks’ unpaid leave
 |  |
| **3** | **Maternity Allowance** (Please note that Maternity Allowance is paid by Jobcentre Plus, not the University)* 39 weeks leave on Maternity Allowance
* 13 weeks’ unpaid leave
 |  |

If you wish to find out more or are unsure about your entitlements, please refer to the University’s Maternity Procedure at <https://www.ulster.ac.uk/hr/employee-benefits/leave>, or contact a member of People and Culture at hr@ulster.ac.uk.

**Key Maternity Leave Dates**

|  |
| --- |
| 1. Expected week of childbirth (EWC): **week beginning Sunday**       |
| 2. 15th week before EWC: **week beginning Sunday**       |
| 3. Dates of paid annual leave to be taken before maternity leave by agreement with the Head of School/Line Manager\*: **from:**       **to :**       **N/A** **[ ]**  |
| 4. Dates of paid annual leave to be taken immediately after maternity leave by agreement with the Head of School/Line Manager\*: **from:**       **to :**       **N/A** **[ ]**  |
| 5. Dates of unpaid maternity leave to be taken:**from:**       **to :**       **N/A** **[ ]**  |
| 5. Anticipated date of return to work, if known:       |

*\*You should discuss any annual leave requirements with your Line Manager and when agreed, you should book your leave online, via Employee Self Service.*

**Variation of Contract following maternity leave**

On your return to work following maternity leave, you may request a variation to your working hours for a period of up to 6 months.

Please outline below details your variation of contract, as agreed with your Line Manager. (Should you choose to request a variation to your working hours after your maternity leave has commenced, you should provide your Line Manager with at least 28 days’ notice).

|  |
| --- |
| 1. Dates of variation of contract: **from:**       **to :**       **N/A** **[ ]**  |
| 2. Hours per week:       |
| 3. Working pattern:e.g. Monday **9:00**am to **1:00** pm Hours per day **4** |

**‘Keeping In Touch’ Days**

Whilst on Maternity Leave you may wish to maintain contact with the University and carry out work on its behalf, up to a maximum of ten days, known as ‘keeping in touch’ (KIT) days.

Any ‘KIT’ days must be agreed in advance with your Line Manager, however please note that keeping in touch days are optional and as such both the employee and Line Manager must agree to them.

*‘KIT’ days can be* ***paid or taken as time in lieu****, as agreed by your Line Manager. If ‘KIT’ days are to be paid, it will be the Line Manager’s responsibility to notify Salaries and Wages of this directly.*

**Contact details**

During your maternity leave period, the University may wish to make reasonable contact with you, in the same way you may wish to make contact with the University. The purpose of any such contact is to keep you updated on important information. Should the University need to make contact with you, please provide the following personal detail information:

**E-mail address:**

**Contact telephone number:**

*Your Line Manager may wish to contact you prior to your indicated return to work date and you are asked to advise your Line Manager directly of your preferred method of contact.*

**Online business card information**

During your maternity/unpaid leave, you can choose to have your online business card de-activated.

If you wish to have your online business card de-activated, your contact details will not appear on the University’s staff listing and your details will only become visible again when you return to work.

Do you wish your online business card to be de-activated from the University website, for the duration of your maternity/unpaid leave? **YES/NO**

**Employee Declaration**

I wish to confirm that at the end of my maternity leave I **wish/do not wish** to return to work at Ulster University.

*If you do not wish to return to work, any Occupational Maternity Pay will be recalculated accordingly and the University can reclaim the whole or part of the non-statutory element of maternity pay if you fail to return to work for at least 3 months full-time or 6 months part-time.*

**Signed:** **Date:**

**Line Manager Declaration**

I can confirm that I have met with this employee and confirm these arrangements.

**Signed:** **Date:**

**Comments:**

**Office Use Only** Date checked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date letter issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HRSA Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX A**

If you are unsure what type of Maternity Pay you would be entitled to, please refer to the table below, which outlines the qualifying criteria and the entitlement in each instance (for more detailed information please refer to the full Maternity Leave Procedure).

|  |  |
| --- | --- |
| **Qualifying criteria** | **Entitlement to pay** |
| 52+ weeks continuous service at the start of the week in which the baby is due/Expected Week of Childbirth | Occupational Maternity Pay - (OMP includes an entitlement to SMP) |
| Undertakes to return to work for a minimum of 3 months (if Full time) after maternity leave  |
| 26+ weeks continuous service up to and including the 15th week before your Expected Week of Childbirth | Statutory Maternity Pay - (SMP only) |
| Average Weekly Earning AWE\*\* not less than the lower earnings limit for NI contributions |
| Less than 26 weeks service up to and including 15th week before Expected Week of Childbirth\* | Maternity Allowance (MA) may be payable |

*NB - If you do not qualify for Occupational Maternity Pay or Statutory Maternity Pay you will still be entitled to a period of unpaid maternity leave of up to 52 weeks.*

A breakdown of the different types of Maternity Pay and what you could expect to receive has been outlined below:

|  |  |  |  |
| --- | --- | --- | --- |
| Occupational Maternity Pay (OMP) | 18 weeks full pay | 21 weeks SMP or 90% of Average Weekly Earnings, whichever is less | 13 weeks unpaid |
| Statutory Maternity Pay (SMP) | 6 weeks 90% of Average Weekly Earnings | 33 weeks SMP or 90% of Average Weekly Earnings, whichever is less | 13 weeks unpaid |
| Maternity Allowance (MA) | 39 weeks SMP or 90% Average Weekly Earnings, whichever is less | 13 weeks unpaid |

Notes:-

* 1. Where OMP is paid it includes the entitlement to SMP.
	2. SMP is based on an employee's earnings in the eight week period up to and including the 15th week before her baby is due ('the qualifying period').
	3. SMP, and consequently maternity leave, cannot start prior to the 11th week before the employee's EWC.
	4. SMP can start from any day of the week in accordance with the date the employee starts her maternity leave.
	5. SMP is payable irrespective of whether or not the employee intends to return to work after maternity leave.
	6. An employee on a career break will not be eligible for OMP. As SMP is based on the employee's AWE in the 8 weeks preceding maternity leave, entitlement to SMP may also be affected.
	7. An employee who is not entitled to SMP may be entitled to Maternity Allowance which is paid by Jobcentre Plus. To qualify she must have been employed or self-employed for 26 weeks out of the 66 weeks before the EWC.

**Statutory Shared Parental Pay**

You may also be aware of Statutory Shared Parental Pay, which provides for the sharing of the statutory element of maternity pay. If you, as an employee of the University are due to take maternity leave, you can decide to shorten the duration of your maternity leave and share the statutory element of your maternity pay with your partner. When you return to work, you will receive your normal salary. Your partner may then apply to their employer for payment of the remaining balance of the statutory element of your maternity pay.

If you wish to find out more about the University’s Shared Parental Leave, please visit our website at <https://www.ulster.ac.uk/hr/policies-and-procedures/shared-parental-leave-and-statutory-shared-parental-pay-guidance-document> or contact a member of the People and Culture at hr@ulster.ac.uk, who will be happy to help with any enquiries.