

Do you intend to return to work for at least 13 weeks after your maternity Leave?

Yes

No

Do you have more than 52 weeks' service by the 11<sup>th</sup> week before your expected week of confinement?

Yes

No

Do you have more than 26 weeks service at the 15<sup>th</sup> week before your EWC?

Yes

No

Entitled to 52 weeks maternity leave  
39 weeks maternity pay made up of the following:

**6 weeks at 9/10ths of salary with SMP offset (dependent on entitlement)**

**12 weeks half pay plus SMP (dependent on entitlement)**

**21 weeks SMP only (dependent upon entitlement)**

*You can spread 12 weeks half pay over 33 weeks*

**Plus 13 weeks unpaid Additional Maternity Leave**

Entitled to 52 weeks maternity leave:

**6 weeks at 9/10ths of salary with SMP offset (dependent upon entitlement)**

**33 weeks unpaid plus SMP (dependent upon entitlement)**

**Plus 13 weeks unpaid Additional Maternity Leave**

**If following maternity leave, I declare my intention to resume duties, then arrangements will be made to pay me 12 weeks at half pay.**

Entitled to 52 weeks maternity leave:

**No entitlement to SMP or OMP**

**May be entitled to maternity allowance, please apply for maternity leave so you are able to get an SMP1 form from the absence team**