

Are you eligible for Maternity Leave?

You are eligible to receive 52 weeks' Maternity Leave if you are able to confirm that you meet the following criteria:

You:

- Are a female member of staff who is pregnant
- Give notice of your intention to take Maternity Leave no later than the end of the 15th week before the expected week of childbirth
- Give proof of your pregnancy (MAT B1 Certificate)

You must take a minimum of 2 weeks' Compulsory Maternity Leave immediately after childbirth.

Are you eligible for Maternity Pay?

You can check your entitlement to Maternity Pay using the table below:

	Statutory Maternity Pay (SMP) ¹	College Maternity Pay ²
Requirements (in addition to those set out above)	To qualify for SMP you must: <ul style="list-style-type: none"> • Have worked at College continuously for at least 26 weeks at the end of the 15th week before the Expected Week of Childbirth • Have earned above the "Lower Earnings Limit"³ in the 8 weeks leading up to the 15th week before the Expected Week of Childbirth 	To qualify for enhanced pay under the College Scheme, you must: <ul style="list-style-type: none"> • Have more than one year's⁴ continuous service at the 15th week before the Expected Week of Childbirth • Have earned above the "Lower Earnings Limit"³ in the 8 weeks leading up to the 15th week before the Expected Week of Childbirth/by the end of the week in which you were notified that you had been matched with a child for adoption
Pay details	If you meet the criteria above, you are entitled to: <ul style="list-style-type: none"> • Up to 39 weeks' SMP of which 6 weeks is paid at 90% of average earnings and 33 weeks at the lesser of 90% of average weekly earnings or the statutory standard rate, currently £145.18 per week 	If you meet the criteria above you are entitled to: <ul style="list-style-type: none"> • Up to 18 weeks' full pay^{4,5}, plus • 21 weeks' at SMP (paid at the lesser of 90% of earnings or the statutory standard rate, currently £139.58 per week); and • up to 13 weeks' unpaid leave. <p>Please note: In addition to the eligibility criteria set out above, College Maternity Pay will normally only be paid if you are entitled to SMP or Maternity Allowance (please seek advice from HR if you are at all unsure about this).</p>

- ¹If you do not qualify for SMP, you may be entitled to receive the Government's Maternity Allowance [link to DWP].
- ²College maternity pay entitlements apply to staff who were first appointed on or after 4 May 1999 or have been promoted/transferred from a different staff group since that date. If you were appointed prior to 4 May 1999, contact your local HR representative to discuss entitlements.
- ³If you are unsure whether you have earned above the Lower Earnings Limit, your HR contact will be able to assist you.

- ⁴The College will recognise previous continuous University of Trust service for the purposes of College Maternity pay for the following categories of staff: Professor, Reader, Non-Clinical and Clinical Senior Lecturer, Non-Clinical and Clinical Lecturer and Clinical Research Fellow
- ⁵Where a member of staff is in receipt of College Maternity Pay, SMP is an inclusive part of that payment.
- ⁶If you decide not to return to work or return but do not continue in employment for at least three months, the College has the right to reclaim the enhanced element of your maternity pay.