

Maternity Rights

All employees regardless of length of service are entitled to maternity leave. During maternity leave your terms and conditions other than remuneration will be maintained.

You will be required to produce a medical certificate confirming the date of confinement. In the event of payment being necessary for this the Company will meet this cost.

Maternity leave and maternity pay have separate entitlements as outlined below.

Maternity Leave

Every female employee will be entitled to up to 52 weeks maternity leave which falls into two categories;

Ordinary maternity leave; every female employee will be entitled to 26 weeks ordinary maternity leave.

Additional maternity leave; will start immediately after ordinary maternity leave and continue for a further 26 weeks.

Maternity Pay

Determining entitlement to paid leave

Statutory Maternity Pay (S.M.P) is payable to all employees who have completed twenty six weeks continuous service into the qualifying week of their pregnancy i.e. 15th week before the week the baby is due. In addition you will need to have earned an amount equal to the Lower Earnings Limit for National Insurance Contributions (£90 per week before tax for the year 2008/2009). The period for which S.M.P. may be paid is known as the Maternity Pay Period.

Provided the employee has commenced her maternity leave, S.M.P. is payable from the 11th week before the date the child is due. Payment will be;

- 90% of average earnings for six weeks.
- Basic S.M.P. for the remaining thirty three weeks or 90% of your average weekly earnings whichever is less.

Statutory Maternity Pay

Women who are entitled to Statutory Maternity Pay (SMP) and whose expected week of childbirth begins on or after 1st April 2007 will receive SMP for 39 weeks.

From 1st April 2007 the standard rate of SMP will be £117.18 per week or 90% of average weekly earning if this is less than £117.18 per week. There will be no change to the existing earnings related rate of SMP which provides 90% of average weekly earnings for the first six weeks of the maternity pay period.

Employees will therefore receive SMP worth 90% of their earnings for the first six weeks of maternity leave, followed by 33 weeks at £117.18 or 90% of earnings for the 39 weeks if this is less than £117.18 per week.