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**EMPLOYEE’S MATERNITY LEAVE PLAN**

**Name:**

**Employee Number:**

**Date:**

**Department:**

**I am pregnant and my baby is due in the week beginning (expected week of childbirth):**

**Please let us know at least 15 weeks before the expected week of childbirth when you intend to start maternity leave (week 25)**

**As requested I have attached the original MATB1 certificate confirming this.**

(We require you to produce an original certificate from your doctor or a midwife giving the expected week of childbirth)

**I intend to take Ordinary Maternity Leave: Yes/No** (delete as appropriate) Ordinary Maternity Leave lasts for 26 weeks

**I also intend to take my full SMP entitlement (39 weeks maternity leave): Yes/No** (delete as appropriate)

Ordinary Maternity Leave lasts for 26 weeks and Additional Maternity Leave lasts for 26 weeks

**I also intend to take the full amount of Additional Maternity Leave (52 weeks maternity leave): Yes/No** (delete as appropriate)

Additional Maternity Leave runs from the end of Ordinary Maternity Leave

**Return to work: Yes/No/Defer Decision** (delete as appropriate)

In order to qualify for 12 weeks additional half pay employees must return to work for 3 months and have been employed in local government service for 52 weeks by the 11th week before the expected week of childbirth.

**Please choose one from the following options:**

1. at present I intend to return to work – please pay me my 12 weeks half pay which I will repay if I subsequently do not return to work **YES/NO**
2. at present I do not intend to return after the birth of my child – please withhold my 12 weeks half pay **YES/NO**
3. at present I do not know/I do not wish to tell you whether I am returning to work – please retain my 12 weeks half pay which will become payable should I return to work for 3 months or more **YES/NO**

**Submit completed plan to your manager with a copy for HR Services at**

[**Pay@Derbyshire.gov.uk**](mailto:Pay@Derbyshire.gov.uk) **who will write to you with details of your**

**entitlement to pay.**