

Annex B

MODEL LETTER TO ACKNOWLEDGE NOTIFICATION OF MATERNITY LEAVE

Date:

Dear [name of employee]

Congratulations and thank you for advising me of your pregnancy and the date your baby is due, being [Date]. This letter is to provide details of your maternity leave.

As we have discussed, you are eligible for [26 weeks' OML / 52 weeks' maternity leave (26 weeks' OML plus 26 weeks' AML) – delete as appropriate]. Given your chosen start date of [insert date], your maternity leave will end on [insert date].

If you want to change the date your leave starts you must, if at all possible, tell me at least 28 days before your proposed new start date, or 28 days before [insert date leave starts] (your original start date), whichever is the sooner. If you decide to return to work before [insert date leave ends], you must give me at least 28 days' notice.

*[Insert details of any contractual pay offered during maternity leave]

Contractual annual leave entitlement will accrue during OML, statutory leave will accrue during AML. We will determine your leave entitlement in the near future and discuss when this might be taken.

It is my aim to ensure that your health and safety as a pregnant mother are protected while you are working, and that you are not exposed to risk. I will arrange for a specific risk assessment of your job and we will discuss what actions to take if any problems are identified. If you have any further concerns, following this assessment and specifically in relation to your pregnancy, please let me know immediately.

If you decide not to return to work, you must still give me proper notice. If you have any questions about any aspect of your maternity entitlement, please do not hesitate to get in touch with me.

Yours sincerely,

* Details of contractual pay must be specified. If unsure as to the amount of contractual pay to be offered please liaise with your HR Adviser, Office of Human Resources.