**LETTER ACKNOWLDING MAT B1**

**AND CONFIRMING MATERNITY ENTITLEMENTS**

Dear [NAME]

**Your pregnancy**

Thank you for your recent confirmation of your pregnancy and MAT B1 form. Congratulations once again.

I am writing to you to outline the arrangements for maternity leave and pay.

**Maternity Leave**

You are eligible to take 52 weeks’ maternity leave. This consists of 26 weeks’ ordinary maternity leave (OML) and a further 26 weeks' additional maternity leave (AML).

Please can you let us know as soon as possible on which date you would like your maternity leave to commence. We will then confirm the date on which you should return to work.

If you want to change the date your maternity leave starts you must, if at all possible, notify me at least 28 days before your proposed new start date or 28 days before your original start date, whichever is sooner.

If you are absent from work for a pregnancy-related reason (other than to attend scheduled antenatal appointments) after the start of the fourth week before your expected week of childbirth (EWC), your OML will automatically commence on the day following that absence. You must tell us in writing as soon as possible that you are absent from work because of your pregnancy.

If your baby is born before the date on which you have chosen to start maternity leave, then your OML will start on the day following the birth. If this happens you need to write to us to let us know as soon as you can. We will then confirm the revised date on which your maternity leave entitlement will end.

**Maternity Pay**

[**OPTION 1** During your maternity leave you are eligible to receive up to 39 weeks’ Statutory Maternity Pay (SMP). The first 6 weeks of your SMP will be paid at 90% of your average weekly earnings. The remaining 33 weeks of SMP will be paid at the statutory rate]

**OR**

[**OPTION 2** You are not eligible to receive Statutory Maternity Pay (SMP) during your maternity leave and the reason for this is explained in the enclosed SMP1 form. You may however be entitled to Maternity Allowance. If you take this form to your local Jobcentre Plus or Social Security Office, they will be able to advise you further on this.]

**Health and Safety**

As your employer, we want to make sure that your health and safety is protected while you are working during your pregnancy and that you are not exposed to avoidable risks.

Now you have told us you are pregnant, we will arrange for a specific risk assessment of your duties and working environment and we will discuss with you what actions to take should any potential risks be identified.

**Antenatal Care**

You are entitled to take paid time off during working hours for antenatal care. We would be grateful if you could give your line manager as much notice as possible of your appointments. Unless it is your first appointment you may be required to produce evidence of an appointment, such as your appointment card.

**Maternity cover and other practical arrangements**

Before your maternity leave starts we will arrange a meeting with you to discuss arrangements for covering your work and the opportunities for you to remain in contact with the office, should you wish to do so, during your leave.

Whilst you are on maternity leave you may, with our agreement, work for up to 10 "keeping in touch" days without bringing your maternity leave or pay to an end. We will discuss any opportunities and arrangements for attending work or training before you go on leave or bring them to your attention while you are away.

**Return to Work**

If you decide to return to work early, you must give us at least eight weeks' notice.

Shortly before you are due to return to work, we will invite you to have a discussion (whether in person or by telephone) about the arrangements for your return to work.

If you decide not to return to work at the end of your maternity leave, you must resign by giving written notice in accordance with your contract of employment. Your decision will not affect your entitlement to SMP.

If you have any questions about any aspect of your maternity entitlements, please do not hesitate to get in touch with me.

Yours sincerely,

[NAME]