

Maternity Leave Letter UK

Governed by the Employment Rights Act 1996 and the Maternity and Parental Leave etc. Regulations 1999

To: [Employee name]

Date:

1. EMPLOYEE DETAILS

Employee name:

Job title:

Department:

2. ACKNOWLEDGEMENT OF NOTIFICATION

Thank you for notifying us of your pregnancy and your intention to take maternity leave. This letter confirms our understanding of the notification given, in accordance with the Maternity and Parental Leave etc. Regulations 1999.

Date notification received:

Expected week of childbirth (EWC):

Intended start date of maternity leave:

3. YOUR STATUTORY ENTITLEMENT

You are entitled to up to 52 weeks of statutory maternity leave, made up of 26 weeks of Ordinary Maternity Leave (OML) followed by 26 weeks of Additional Maternity Leave (AML), regardless of your length of service or hours worked. You do not need to take the full 52 weeks, but you must take a minimum of two weeks' leave immediately following the birth (or four weeks if you work in a factory).

OML start date:

OML end date:

AML start date:

AML end date:

4. STATUTORY MATERNITY PAY (SMP)

Subject to meeting the qualifying conditions (26 weeks' continuous employment into the qualifying week and average weekly earnings at or above the lower earnings limit), you will be entitled to Statutory Maternity Pay for up to 39 weeks: 90% of your average weekly earnings for the first 6 weeks, followed by the lower of £187.18 per week (or the prevailing statutory rate) or 90% of your average weekly earnings for the remaining 33 weeks.

☐ You qualify for Statutory Maternity Pay (SMP)

☐ You do not qualify for SMP — a Maternity Allowance claim (form MA1) may be available via Jobcentre Plus instead

SMP start date:

5. CONTRACTUAL/ENHANCED MATERNITY PAY

In addition to or instead of SMP, the following contractual maternity pay arrangements apply, as set out in your contract of employment or the applicable policy:

Details of contractual/enhanced maternity pay (if any):

6. TERMS AND CONDITIONS DURING LEAVE

During Ordinary Maternity Leave and Additional Maternity Leave, your contract of employment continues, and you remain entitled to all your terms and conditions of employment except for your normal pay, including the continued accrual of statutory and contractual holiday entitlement.

7. KEEPING IN TOUCH (KIT) DAYS

You may work up to 10 Keeping in Touch (KIT) days during your maternity leave without bringing it to an end, by mutual agreement. Working a KIT day does not extend your maternity leave. Payment for KIT days will be agreed between us in advance of any day worked.

8. RIGHT TO RETURN TO WORK

If you return to work at or before the end of your 26-week Ordinary Maternity Leave period, you are entitled to return to the same job on the same terms and conditions. If you return during or at the end of Additional Maternity Leave, you are entitled to return to the same job, or if that is not reasonably practicable, to a suitable and appropriate alternative role on terms no less favourable, in accordance with regulation 18 of the Maternity and Parental Leave etc. Regulations 1999.

9. REDUNDANCY PROTECTION

If a redundancy situation arises during your maternity leave, you have a priority right under regulation 10 of the Maternity and Parental Leave etc. Regulations 1999 (as extended by the Maternity and Parental Leave etc. and the Paternity and Adoption Leave (Amendment) Regulations 2024) to be offered any suitable available vacancy, in priority to other employees, from the point you notify us of your pregnancy until 18 months after the expected week of childbirth.

10. CHANGING YOUR RETURN DATE

If you wish to change your intended return date, please give us at least 8 weeks' written notice of the new date, in accordance with regulation 11 of the Maternity and Parental Leave etc. Regulations 1999. If you intend to return to work earlier than the end of your full maternity leave entitlement, this notice period also applies.

Notice required to change return date:

11. ANTENATAL APPOINTMENTS

You are entitled to reasonable paid time off during working hours to attend antenatal appointments made on the advice of a registered medical professional, in accordance with section 55 of the Employment Rights Act 1996.

12. CONFIRMATION

Please sign and return a copy of this letter to confirm that the dates and arrangements recorded above are correct.

Signed (Employer representative):

Date:

Print name and role:

Employee acknowledgement:

Signed (Employee):

Date: