

Appendix 2 - Teachers Maternity Letter

School letterhead

Address

NAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
POSTCODE

Dear

Re: Maternity leave

I am writing to advise you that you are entitled to receive Teachers Maternity Leave and can opt to take a maximum of 52 weeks leave.

During this time you will be paid either

6 weeks @ 90% pay, plus 33 weeks Statutory Maternity Pay (SMP) at the standard rate of £139.58 per week to run concurrently, after this time you will be placed on unpaid leave until you return to work.

4 weeks at full pay, then 2 weeks @ 90% pay, followed by 20 weeks @ 45% pay, plus 33 weeks Statutory Maternity Pay (SMP) at the standard rate of £139.58 per week to run concurrently, after this time you will be placed on unpaid leave until you return to work.

Delete as appropriate*

*Statutory Maternity Pay

Your start date was (date) therefore your payments schedule will be as follows:

(date range) : 6 weeks @ 90% pay
(date range) : 33 weeks SMP to run concurrently with above.
(date range) : Unpaid leave

*Occupational Maternity Pay

Your start date was (date) therefore your payments schedule will be as follows:

(date range) : 4 weeks Full Pay
(date range) : 2 weeks @ 90% pay
(date range) : 20 weeks @ 45% pay
(date range) : 33 weeks SMP to run concurrently with above
(date range) : Unpaid leave

The latest date you may return to work is (date). If you wish to change this date please notify us at least 28 days before.

Should you require any further information or assistance please do not hesitate to contact me?

Yours sincerely

NAME
Headteacher