

Appendix 3 – Support Staff 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 Maternity Leave and can opt to take a maximum of 52 weeks leave.

During this time you will be paid (delete as appropriate)*

*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.

*6 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) : 6 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 8 weeks before.

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

Yours sincerely

NAME
Headteacher