# *This template document is issued by the Connexional Team and may be used and amended by the Districts/ Circuits and Churches to suit their particular local circumstances.*

# Maternity Leave and Pay Letter (Template)

# PRIVATE AND CONFIDENTIAL

Name

Address

Date

Dear

Maternity Leave and Pay

Congratulations on your news, and thank you for telling us about your pregnancy and the date that your baby is due. I am writing to confirm your maternity leave and pay entitlements.

You are eligible for 52 weeks’ maternity leave (26 weeks’ ordinary maternity leave plus 26 weeks’ additional maternity leave).

You have stated that you wish to take 26/52 weeks’ maternity leave and will start your maternity leave on Date. Therefore your maternity leave will end on Date.

If you wish to change either the date your leave starts or your date of return from maternity leave, you must give us a minimum of **eight weeks** advance written notice or as soon as it is reasonably practical to do so of the date you wish to return.

In addition to maternity leave, you are eligible for 26/39 weeks’ Statutory Maternity Pay (SMP).Your maternity pay will be £ per week from Date to Date and £statutory figure per week from Date to Date. The above figures represent your gross earnings only.

If you decide not to return to work you must give us the required notice as stated in the Statement of Terms and Conditions issued when you commenced your employment. Your decision not to return will not affect your entitlement to SMP.

As part of our continued commitment to you, your line manager will arrange a health and safety risk assessments throughout your pregnancy. This is to ensure that you and your unborn baby are not exposed to any undue risks in the workplace.

If you are a member of a Pension Scheme, please contact your pension provider regarding your pension contributions and entitlement whilst you are on maternity leave.

In the meantime, if you have any questions about the contents of this letter, please do not hesitate to me.

With every good wish

Yours sincerely,

### Line Manager’s Name

**Job Title**