





Notes:

*** Definitions:**

EWC Expected week of childbirth

MAT B1 Maternity certificate issued by the Doctor or Midwife giving the date on which the baby is due

KIT days Keeping in Touch days

If you decide you do not want to return to work following your maternity leave you must give the University at least the amount of notice for leaving your job, as stated in your terms and conditions. You are still entitled to receive SMP or maternity allowance for up to 39 weeks even if your employment ends (assuming you are eligible) and so long as you don't take up alternative employment during that 39-week period.

² You can start your maternity leave any time from 11 weeks before your baby is due.

³You are able to use up to 10 KIT days during your maternity leave, if you want to do so. Please complete the relevant Keeping in Touch day form and send to HR Operational Services. You will be paid in arrears at your normal flat hourly rate for each KIT day worked.