

Maternity leave policy and procedure

1.	Scope										
1.1	This policy applies to all female employees of the Information Commissioner's office.										
2.	Purpose										
2.1	The purpose of this policy is to inform female employees wishing to take maternity leave of their statutory maternity rights and entitlements and additional enhancements offered by the ICO.										
2.2	The policy incorporates the procedure to be followed for each occasion of maternity leave.										
2.3	This document does not contain details of additional rights for new parents to either Additional Paternity Leave (introduced in April 2011) or Shared Parental Leave (introduced in December 2014) – Please refer to the Paternity Leave Policy and the Shared Parental Leave Policy for further information.										
3.	Eligibility and entitlements										
3.1	The following table sets out your entitlement to maternity leave and pay according to your length of continuous service with the ICO. Please note that the current legislation states that pregnant employees are entitled to up to 52 weeks maternity leave.										
	<table border="1"> <thead> <tr> <th>Length of continuous service</th><th>Entitlement to maternity leave</th><th>Entitlement to maternity pay</th></tr> </thead> <tbody> <tr> <td>Fewer than 26 weeks continuous service at the 15th week before the Expected Week of Childbirth (EWC)</td><td>52 weeks of maternity leave made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.</td><td> <p>Unfortunately there is no entitlement to either Statutory Maternity Pay or ICO enhanced maternity pay.</p> <p>Please contact the Department of Work and Pensions as you may be eligible for Maternity Allowance.</p> </td></tr> <tr> <td>At least 26 weeks service at beginning of the 15th week before the EWC. (‘The State Scheme’)</td><td>52 weeks of maternity leave made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.</td><td> <p>Statutory Maternity Pay for up to 39 weeks (providing average weekly earnings in the qualifying period are above the lower earnings limit for National Insurance)</p> <p>The remaining 13 weeks of maternity leave are unpaid.</p> <p>N.B This level of entitlement applies if you are eligible for the ICO scheme but do not intend to return to work after maternity</p> </td></tr> </tbody> </table>	Length of continuous service	Entitlement to maternity leave	Entitlement to maternity pay	Fewer than 26 weeks continuous service at the 15 th week before the Expected Week of Childbirth (EWC)	52 weeks of maternity leave made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.	<p>Unfortunately there is no entitlement to either Statutory Maternity Pay or ICO enhanced maternity pay.</p> <p>Please contact the Department of Work and Pensions as you may be eligible for Maternity Allowance.</p>	At least 26 weeks service at beginning of the 15 th week before the EWC. (‘The State Scheme’)	52 weeks of maternity leave made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.	<p>Statutory Maternity Pay for up to 39 weeks (providing average weekly earnings in the qualifying period are above the lower earnings limit for National Insurance)</p> <p>The remaining 13 weeks of maternity leave are unpaid.</p> <p>N.B This level of entitlement applies if you are eligible for the ICO scheme but do not intend to return to work after maternity</p>	
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	1 or more years of service at the beginning of the 11 th week before your EWC. (‘The ICO Scheme’)	52 weeks of maternity leave made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.	<ul style="list-style-type: none"> ▪ 16 weeks at full pay (including SMP) ▪ 10 weeks at half pay (plus SMP) ▪ 13 weeks at rate of SMP <p>The remaining 13 weeks of maternity leave are unpaid.</p>
3.2	Ordinary Maternity Leave (OML) – 26 weeks of maternity leave, of which a maximum of 11 weeks may be taken before your EWC. During your period of OML you will continue to accrue both annual leave and bank holidays at your contractual amount.		
3.3	<p>Additional Maternity Leave (AML) – all pregnant employees are eligible for an additional 26 weeks of maternity leave which may be used immediately after your period of OML. This means that you can take up to a total of 52 weeks maternity leave.</p> <p>During the AML period your terms and conditions relating to the following will still apply:</p> <ul style="list-style-type: none"> • notice of termination of the employment contract • compensation in the event of redundancy • disciplinary/grievance procedures <p>The ICO’s policy is that during AML annual leave accrues at your contractual rate and you also will retain any non-pay benefits during AML.</p>		
3.4	Full pay amount: Please note that all payments made at the full pay amount are inclusive of your Statutory Maternity Pay entitlement.		
3.5	Statutory Maternity Pay amount (SMP) – This is the rate of payment set by the Government and is reviewed annually. Please contact the Human Resources team to confirm the current rate of SMP or follow the link in the ‘Further information’ section at the end of this document.		
3.6	Where your normal half pay plus SMP would be more than your normal full pay, then the amount that you receive will be capped at your normal full pay rate.		
4.	General principles		
4.1	You will not be treated less favourably because you are pregnant, absent on maternity leave or for any other reason connected with your pregnancy or maternity.		
4.2	You will not be discriminated against on grounds of pregnancy or maternity in the areas of training, selection, promotion, job security or in any other		

	terms and conditions of employment.
4.3	You will not be excluded from communication and consultation because of absence due to pregnancy or childbirth.
4.4	You will not be dismissed for a reason connected with pregnancy, childbirth or related leave.
4.5	These provisions apply equally to full time and part time workers, regardless of hours worked or length of service.
4.6	The ICO will make sure that the maternity provisions available to staff are publicised on ICON.
4.7	<p>The Human Resources team will, with your consent, inform trade union representatives when you have notified your intention of taking maternity leave.</p> <p>Members of some trade unions are eligible to pay reduced subscriptions or have them waived whilst on maternity leave. You should contact your trade union membership department to confirm that you are on maternity leave, and inform your union's branch secretary if you wish to receive union communications during your maternity leave.</p>
5.	Procedure
5.1	<p>Letting us know</p> <p>a. You notify your line manager: It is your responsibility to notify your line manager of your pregnancy. You must notify the ICO that you are pregnant and intend to take maternity leave no later than the 15th week prior to your Expected Week of Childbirth (EWC). Once you have notified your manager, or if he or she has become aware of your pregnancy, you will be referred to a member of the Human Resources team. You must also inform your line manager of your EWC.</p> <p>b. Meeting with Human Resources team: After being notified of your pregnancy a member of the Human Resources team will contact you and arrange to meet to discuss your individual eligibility and to fully explain the contents of this policy and procedure to you.</p> <p>c. Written confirmation: You must provide written confirmation of your pregnancy and the date on which you intend to start maternity leave at least 28 calendar days before the start of your maternity leave (you may, of course, provide confirmation earlier than this).</p> <p>This should be done using the 'Notification of Pregnancy' form (HR-M1) and must include confirmation of whether you intend to take maternity leave in accordance with the State Scheme or the ICO scheme.</p>

	<p>d. MAT B1: You must provide medical evidence that you are pregnant. Your midwife will provide you with a MAT B1 form for this purpose at some time after your 20th week of pregnancy. You must send this to Human Resources as soon as it is issued to you.</p>
5.2	<p>Working while you are pregnant</p> <p>a. Health and safety: The Human Resources team will notify Occupational Health of your pregnancy. The Occupational Health adviser will contact you separately to arrange to come and complete a risk assessment of your working environment, with a specific emphasis on the wellbeing of both you and your baby. If at any time you have any concerns or questions relating to your health and safety please notify a member of the Human Resources team.</p> <p>b. Rest breaks: The ICO provides spaces where you may rest during the day if you feel that this is necessary. The Facilities Manager will be able to inform you of your nearest available rest space. If you need a rest break you should speak with your line manager so that he or she is aware of your whereabouts and need for a break.</p> <p>Please note that should you return to work whilst you are still breastfeeding you will be able to utilise the welfare room to express milk. Refrigerators are available in browseries to store expressed milk.</p> <p>c. Antenatal care: You will be entitled to paid time off during working hours in order to receive antenatal care on the advice of your Doctor, Midwife or Health Visitor. Once you have an appointment you should ask your manager for time off to attend, giving as much notice as possible. Where possible, the appointment should be arranged for either early in the morning or at the end of the day.</p> <p>You may be asked to produce an appointment card or some other document showing that an appointment has been made.</p> <p>Antenatal care may be extended to include relaxation or similar kinds of classes but only where these are to be attended on medical advice. You may be required to provide evidence of this.</p> <p>As with other medical appointments you should submit a flexible working hours adjustment for your absence in the normal way.</p>
5.3	<p>Planning your leave</p> <p>a. Form HR-M2, which is attached to this policy, is a planner which you may choose to use to help you plan your maternity leave. As described earlier in this document, you are entitled to take up to 52 weeks maternity leave regardless of your length of service. Please note that it is your responsibility to inform the ICO of your plan to start your</p>

	<p>maternity leave.</p> <ul style="list-style-type: none"> b. You can choose to start the maternity leave period at any time after the beginning of the 11th week before the EWC. However, at least 28 calendar days written notice of your intended start date is required unless this is not reasonably practical. c. The Human Resources team will confirm the dates on which your Ordinary and Additional Maternity Leave will end within 28 calendar days of receiving your written notification that you intend to take maternity leave. The Human Resources team will also advise you of changes to these dates if maternity leave starts earlier than planned due to illness or premature birth. d. You are encouraged to use annual leave accrued prior to your maternity leave; this will help to avoid having excessive annual leave when you return to work. Where this has not been possible any remaining leave would be carried forward and added to your leave balance on return to work. You can opt to bank or sell leave days in line with the normal ICO provisions if you wish. e. Changes to your maternity leave: If you wish to make any changes to your plans for your maternity leave you must give the ICO at least 28 calendar days notice of any such change. The ICO will, however, endeavour to be flexible about this requirement if a change is required at shorter notice.
5.4	<p>Starting your maternity leave:</p> <p>Although you will have chosen a date on which you wish to begin your maternity leave, your maternity leave will start automatically in certain circumstances. These are:</p> <ul style="list-style-type: none"> a. Sick leave: If you are not able to attend work due to pregnancy related ill-health in the 4 weeks prior to your EWC your maternity leave will begin automatically. <p>This will mean that you will be due to return to work earlier than you had previously planned. A member of the Human Resources team will write to you to explain the new dates on which your Ordinary Maternity Leave, Additional Maternity Leave and Statutory Maternity Pay will expire. However, if you are not able to attend work due to non-pregnancy related ill health your absence will be treated in accordance with the ICO's normal sickness policy.</p> <ul style="list-style-type: none"> b. Your baby is born earlier than expected: If you give birth before you had planned to begin your maternity leave, your period of maternity leave will start the day after your baby is born. <p>This will mean that you will be due to return to work earlier than you had</p>

	<p>previously planned. A member of the Human Resources team will write to you to explain the new dates on which your Ordinary Maternity Leave, Additional Maternity Leave and Statutory Maternity Pay will expire.</p> <p>c. If for any reason you are not able to attend work prior to starting your maternity leave, you must inform us as soon as reasonably practical.</p>
6.	During your maternity leave
6.1	<p>Benefits</p> <p>a. Continuity of employment: During your period of maternity leave you will continue to accrue continuous service.</p>
	<p>b. Pension: During the period that you receive ICO enhanced maternity pay and/or SMP you will continue to pay pension contributions at your normal contractual rate and this period of time will count toward your pensionable service. Your pension contributions are calculated as a percentage of what you are actually paid during the month including SMP.</p> <p>Even if you are not entitled to SMP the 26 weeks of Ordinary Maternity Leave will still count as pensionable service.</p> <p>Contributions are not payable during a period of unpaid maternity absence i.e. after the expiry of SMP. Unpaid maternity leave does not count as pensionable service.</p> <p>If you are making additional pension contributions such as AVCs, purchasing 'added pension' or 'added years' you should speak with a member of the Human Resources team about the impact of being on maternity leave on these contributions.</p>
	<p>c. Annual leave: As described earlier annual leave will accrue at the normal rate during your maternity leave.</p>
	<p>d. Public & Privilege days: You will be granted additional leave days for any Public & Privilege holiday days that fall during your maternity leave period. These will be allocated to you on your return to work.</p>
	<p>e. Mobile phones/ laptops: If you have either a mobile phone, laptop or other electronic device you are entitled to keep this for the period of your maternity leave. You must, however, use it in accordance with the appropriate policies.</p>
	<p>f. Childcare vouchers: If you received childcare vouchers via the salary sacrifice scheme before starting maternity leave, and continue to order vouchers during the period of receiving ICO enhanced maternity pay, you will continue to receive vouchers when you receive SMP only or zero pay, even though you are not in receipt of salary to sacrifice.</p> <p>The value of the vouchers may be up to, but not more, than that which</p>

	you ordered in period before your maternity leave started.
	g. Job opportunities: The ICO does not wish you to miss out on opportunities for promotion or progression. All internal job advertisements can be sent to a home email account or posted to you. You can discuss this during your meeting with a member of the Human Resources team.
	h. Staying in touch: During your period of leave, the ICO wishes to respect your special time with your newborn child, so we will not contact you if we can avoid it. However, if there are any significant changes in the business area in which you work or if training opportunities arise your line manager will contact you to make sure that you are kept up to date with our current business position. There is, however, provision for 'Keeping in touch' days which is described below.
6.2	'Keeping in touch' days: Regulations provide for you and the ICO to have reasonable contact from time to time during your maternity leave period without bringing the statutory maternity period to an end. In addition, you can work for 10 days by mutual agreement without losing SMP. Important points to note include the following:
	a. You can go in for one hour, such as for a team meeting, or a whole day. This will still count as a Keeping in touch (KIT) day.
	b. The decision to have a KIT day must be made by agreement between you and the ICO. There is no obligation on the ICO to offer, or on you to accept, such work.
	c. The KIT day will not bring your maternity leave period to an end.
	d. If you do attend a KIT day, you will accrue time off in lieu (TOIL) for the time that is agreed for you to be in work. For example, if you come in for a one hour team meeting, you will accrue one hour of TOIL, if you are in for a full day you will accrue 7 hours 24 minutes of TOIL.
	e. Time in work for KIT days must be notified to Human Resources by your line manager. The HR team will then make the appropriate adjustment to your TOIL card.
7.	Flexibility in Maternity and Paternity Provision (Additional Paternity Leave)

7.	Returning from your maternity leave
7.1	Please note that you cannot return to work within two weeks of giving birth. This is known as the Compulsory Maternity Leave period.
7.2	<p>Notification of your intention to return: If you intend to return to work before the end of the 52 week Ordinary and Additional Maternity Leave period, you must give 8 weeks notice in writing.</p> <p>This must be sent to Human Resources who will notify your line manager. The ICO may postpone your return to work if you do not give 8 weeks notice in writing.</p>
7.3	Role: You will usually return to your current role unless this is not reasonably practicable, in which case you will return to a suitable and appropriate alternative position on no less favourable terms and conditions. If this is not possible, then the existing redundancy procedure will be implemented.
7.4	If you do not wish to return to work: If you do not wish to return to work after either Ordinary or Additional Maternity Leave you must give notice of termination as required by your contract of employment. Please inform Human Resources of this in writing.
7.5	You should be aware that if you do not return to work, or if you leave the ICO of your own volition within 13 weeks of returning from maternity leave, the ICO reserves the right to reclaim from you all amounts paid to you in excess of Statutory Maternity Pay.
7.6	This 13-week period will be extended if you reduce your hours when you return from maternity leave. In these circumstances you will be required to work the equivalent number of days you would have worked in 13 weeks prior to your reduction in hours e.g. if you were full time before starting maternity leave and reduce to 3 days per week upon your return, you will be required to work 65 days, or around 22 weeks of your new working pattern.
7.7	<p>Repayment of ICO enhanced maternity pay can be expensive as you will have to pay back any money you have received above SMP. If you think this situation may apply to you, please speak with a member of the Human Resources team who can provide you with an estimate of the cost. The example below breaks down how the cost will be calculated.</p> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p><i>Worked example:</i> A full time employee leaves within 13 weeks of returning to work following maternity leave. She took her full entitlement of 16 weeks at full pay (including SMP), 10 weeks at half pay plus SMP and 13 weeks at the rate of SMP only.</p> <p>SMP is 90% of salary for 6 weeks, then the lower rate of SMP for the following 33</p> </div>

	<p>weeks. The ICO could therefore reclaim:</p> <ol style="list-style-type: none"> 10% of her salary amount for the first 6 weeks; the difference between her full pay amount and the current SMP rate for the next 10 weeks; and the rate of half pay that she received for the subsequent 10 weeks.
7.8	If know that you do not intend to return to work after maternity leave, you should take maternity leave under the State scheme.
7.9	Part-time working: Any request to return to work in a part-time capacity will be fully considered by your line manager and the Human Resources Department in relation to organisational requirements and in line with the flexible working policy.
7.10	Sickness: If, at the end of your period of maternity leave, you wish to return to work but are unable to do so due to ill health you should notify either your line manager or the Human Resources team as soon as reasonably practicable. Any such period of sick leave will be dealt with in accordance with the ICO's sickness management policy.
8.	Frequently asked questions
8.1	<p>Do I need to plan to start my maternity leave on a particular day of the week?</p> <p>No. In the past regulations required that, in normal circumstances, maternity leave and pay started on a Sunday. This has now been changed to allow maternity leave and pay to start on any day of the week to suit the needs of the mother to be. In practice it is likely that most people will start their maternity leave on a Monday.</p>
8.2	<p>I've given birth before I had planned to go on maternity leave, what do I need to do?</p> <p>Please contact either a member of the Human Resources team or your line manager as soon as reasonably practicable to inform them of the birth.</p> <p>Your maternity leave will start automatically from the day after the baby was born. The Human Resources team will write to notify you of the changes to the dates when your Ordinary and Additional Maternity Leave will expire and when your entitlement to Statutory Maternity Pay ends.</p>
8.3	<p>What is pregnancy-related ill health?</p> <p>Pregnancy-related ill health is a broad term which covers any ailment, illness or condition which is linked to your pregnancy, examples of which may be gestational diabetes or high blood pressure linked to your pregnancy. The ICO may take advice of a medical expert in deciding whether or not an illness is pregnancy related.</p>
8.4	What is antenatal care?

	<p>Antenatal care is care which is necessary to monitor and ensure the well-being of a mother to be and her baby. It includes all the appointments necessary for you to attend hospital and that are in connection with your pregnancy.</p> <p>In addition, antenatal care may include relaxation and parent-craft classes, details of which will be available from your midwife. However, paid time off work will not be given for sessions such as these unless they have been prescribed by a midwife e.g. the prescription of relaxation classes to assist with a high blood pressure problem.</p>
8.5	<p>My manager would like me to come into work for a 'Keeping in touch' day. Do I have to come in to work?</p> <p>No. Keeping in touch days must be mutually agreed and you will not suffer any detriment because you do not wish to come in for a KIT day. Equally if you would like to work for a few days during your maternity leave, but your manager does not want you to, you will not be able to work.</p>
8.6	<p>What happens if I have a miscarriage or my baby doesn't live?</p> <p>There is legislation to define what happens in such sad circumstances.</p> <p>Under the law, if a woman's baby is born dead before the end of the 24th week of pregnancy, it is called a 'miscarriage'. If a baby is born dead after the end of the 24th week of pregnancy it is called a 'stillbirth'.</p> <p>A woman who has a miscarriage is not legally entitled to maternity rights. Therefore any absence as a result of the miscarriage is sickness absence. The ICO will treat absence as a result of miscarriage as sympathetically as possible, and there should not be any warning issued under the Managing Sickness Absence Policy for an absence related to a miscarriage.</p> <p>A woman who has a stillbirth has all the rights she would have had if her baby been born alive. She will be given a certificate of stillbirth by her midwife, a copy of which should be sent to Human Resources as soon as possible. She will be entitled to Statutory Maternity Pay providing she fulfils the relevant eligibility criteria.</p> <p>A woman whose baby is born alive at any stage of the pregnancy, even if he or she dies an instant later, is legally entitled to her maternity rights.</p>
8.7	<p>I have insufficient service with the ICO to get either enhanced maternity pay or Statutory Maternity Pay. What happens now?</p> <p>A member of the Human Resources team will provide you with a copy of the government's form SMP1 'Why I cannot pay you SMP'. You may be able to claim maternity allowance instead.</p>
8.8	<p>Am I entitled to accrue the 3 privilege days that occur between Christmas and New Year and take them at another time if I am on maternity leave at Christmas?</p>

	Yes. As the ICO policy allows you to accrue leave at your contractual rate throughout your period of maternity leave, you will be entitled to take the 3 privilege days at another time if you are on maternity leave between Christmas and New Year.
8.9	<p>Why am I encouraged to take my annual leave before I go on maternity leave?</p> <p>The ICO's annual leave policy allows a maximum carry over of 9 days from one leave year to the next. If your new leave year starts during your maternity leave you may lose some of the annual leave which you have not taken.</p>
8.10	<p>What happens if I become pregnant again during my maternity leave?</p> <p>You will be entitled to the same maternity leave and pay arrangements as you would normally. You will need to ensure that your line manager and Human Resources are aware of your pregnancy prior to your return to work so that any health and safety concerns can be addressed. You should then follow the normal procedure for formal notification of your pregnancy.</p>
8.11	<p>If I return from maternity leave before my enhanced maternity pay has expired, is my partner entitled to what I would have received?</p> <p>No. The entitlement for your partner is for your remaining Additional Maternity Pay and will be paid to them in the form of Additional Paternity Pay (APP), as long as they fulfill the criteria for APL and APP.</p>
9.	Further information
9.1	<p>A government website which answers specific maternity related queries including the current rate of Statutory Maternity Pay: http://www.direct.gov.uk/en/Parents/Moneyandworkentitlements/Parentalleaveandpay/DG_10029290</p>
9.2	<p>Health and Safety Executive. The website includes advice for pregnant women at work: www.hse.gov.uk</p>
10.	Glossary
10.1	<ul style="list-style-type: none"> • AML – Additional Maternity Leave • APL – Additional Paternity Leave • Childbirth – 'Childbirth' means the birth of a living child or a stillbirth after 24 weeks of pregnancy. A woman whose child is stillborn is entitled to all the same maternity rights as had the baby been born alive. A woman who suffers a miscarriage before the end of the 24th week of pregnancy and is absent from work will not be absent because of childbirth. • Continuous service – This is the length of service you have with the Company and is the basis for calculating your entitlements. • EDD – Expected Date of Delivery, this will appear on your MAT B1 • EWC – expected week of confinement, the week in which you are

	<p>due to have your baby.</p> <ul style="list-style-type: none"> • MAT B1 – form which evidences your maternity which your healthcare practitioner/ midwife will provide you • OML – Ordinary Maternity leave • SMP – Statutory Maternity Pay, this amount changes annually and you find out the current SMP amount by either contacting the Human Resources team, or at www.tiger.gov.uk
11.	Related forms
	<p>Notification of pregnancy – Form HR-M1 (Appendix 1)</p> <p>Maternity leave planner – Form HR-M2 (Appendix 2)</p>

**Information Commissioner's Office
Request for maternity leave and pay
Form HR-M1**

Appendix 1

Section A	
Name:	
Home address:	
Home e-mail address:	
Job title and department	
Start date at ICO:	

Section B
<p>1. My expected date of childbirth is:</p> <p style="text-align: center;"> I have attached my MAT B1 <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> I will forward my MAT B1 form to HR as soon as I receive it <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </p>
<p>2. Do you wish to take maternity leave under the:</p> <p style="text-align: center;"> State scheme? <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> ICO scheme? <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </p> <p><i>(There are rules regarding length of service that determine the maternity scheme for which you are eligible.)</i></p>
<p>3. I expect to start my maternity leave on: <i>(date)</i> <i>(N.B. at least 28 days notice of the start of your maternity leave is required. Please see the maternity policy and procedure for details of the circumstances in which your maternity leave may start automatically.)</i></p>
<p>4. Please tick the appropriate box:</p> <p style="text-align: right;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </p> <p style="text-align: right;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </p> <p style="text-align: right;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> </p>
<p>5. It will be helpful if you can give the date on which you currently think you will return to work, but you are not obliged to do so.</p> <p style="text-align: right;">I currently intend to return to work on: <i>(date)</i></p> <p><i>(You are required to give at least 8 weeks notice of your return date if you intend to return to work before you have had 52 weeks maternity leave. Your return to work may be delayed if you fail to provide 8 weeks notice.)</i></p>
<p>6. Signature: Date:</p> <p>Department:</p>

This form must be sent to the Human Resources team. They will write to you within 28 days to confirm the details of your maternity leave and to confirm which scheme of maternity pay you are eligible.

**Information Commissioner's Office
Form HR-M2**

Maternity leave planner

Name	
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Details of pregnancy and maternity leave

Event	Date
My expected week of childbirth (EWC) is:	
The date 15 weeks prior to my EWC is: <i>(You must have confirmed that you are pregnant and when you intend to take maternity leave by this date.)</i>	
The date 11 weeks prior to my EWC is: <i>(This is the earliest that you can start maternity leave.)</i>	
The date 4 weeks prior to my EWC is: <i>(Your maternity leave will start automatically if you are off sick for a pregnancy-related reason after this date.)</i>	
The start date for my maternity leave is:	
The date 16 weeks after my maternity leave starts is: <i>(If you are entitled to enhanced ICO maternity pay, this is when your entitlement to maternity pay at the rate of full pay expires.)</i>	
The date 26 weeks after my maternity leave starts is: <i>(This is when Ordinary Maternity Leave ends and Additional Maternity Leave starts. It is also the date when you will stop receiving half pay from the ICO, if you are entitled to it.)</i>	
The date 39 weeks after my maternity leave starts is: <i>(This is when Statutory Maternity Pay runs out.)</i>	
The date 52 weeks after my maternity leave starts is: <i>(This is the maximum time allowed for maternity leave and you must return to work.)</i>	

Number of bank holidays and privilege days accrued during your maternity leave: _____

You must provide 8 weeks written notice of your return to work, or a change to your date of return, if you wish to return before you have had 52 weeks maternity leave.

