**Maternity Leave FAQs**

**Q.1 When should I tell my manager that I’m expecting a baby?**

**A.1** You should tell your manager as soon as possible to allow for risk assessments to be carried out. This is to ensure the safety of you and your baby whilst you are at work. You should inform your line manager no later than 15 weeks before the Expected Week of Childbirth (EWC) and should submit your maternity application form, along with your maternity certificate (MATB1).

**Q.2 How will payroll be notified of my maternity leave?**

**A.2** Once you have given your manager your MATB1 and maternity application form, your manager will process this via eESS and you will receive an email notification once this has been approved. This in turn notifies the Payroll Department.

### Q.3 Can I arrange for my maternity pay to be spread equally during maternity leave?

**A.3** You cannot change how Statutory Maternity Pay (SMP) is paid. SMP is paid in complete weeks. If you are monthly paid, some months will have four weeks SMP and others will have five. The number of weeks is determined by the number of Saturdays in the month.

If you wish your Occupational Maternity Pay (OMP) payments to be paid equally over your maternity leave, you must put this request in writing to the Pay Department - epayroll.lanarkshire@lanarkshire.scot.nhs.uk

**Q.4 Will I continue to receive pay slips?**

**A.4** As long as you are in receipt of payment, your payslip will be sent to your department, who will forward it to your home address, or alternatively make arrangements for you to collect it

**Q.5** **What happens if I work for more than one employer?**

**A.5** If you work for two or more employers and meet the conditions of SMP for each, you may receive payments from each employer.

**Q.6 What if I have more than one contract with NHSL?**

**A.6** Your earnings in both contracts will be aggregated and SMP will be paid through the pay number with the highest average earnings. This is done because you can only qualify for one payment of SMP from an employer and aggregating earnings is the only way to ensure entitlements to both OMP and SMP are paid correctly. So, even if you do not satisfy the lower earnings criteria in one of these jobs, you may qualify once the earnings in each post have been aggregated. You should contact the Payroll Department epayroll.lanarkshire@lanarkshire.scot.nhs.uk who can advise of calculations.

**Q.7**  **What happens if I change my contract after my Maternity earnings have been assessed but before I commence Maternity leave?**

**A. 7** Any changes to your contract which take effect after the earnings have been assessed will impact what you will receive. Pay will be recalculated to reflect contractual change to, for example, your grade, contracted hours or to the out of hours banding payment made to doctors in training.

**Q.8 What happens if I have a NHSL lease car?**

**A.8** You should contact Car Leasing who will advise you on the options for continuing payment and any penalties regarding a drop in business mileage.

**Q9** **I have decided to take a career break after my maternity leave. Do I need to repay the OMP maternity pay I received?**

**A.9** Staff must return to NHS paid employment for a minimum of 3 months after your maternity leave has ended, or will have to repay OMP maternity pay. You can discuss the option to use accrued annual leave to count as paid employment with your manager. Returning to NHS paid employment includes all types of authorised leave. A career break would not count as a return.