**CALCULATIONS FOR MATERNITY LEAVE – [name]**

WORKED OUT BASED ON LAST DAY IN THE OFFICE: **[date with year]**

|  |  |  |
| --- | --- | --- |
| Current leave year (dates) | Xx days remaining | Check no more leave is planned before maternity absence starts. |
| Next leave year (dates) | Xx days to be allocated | Number of days you should have outstanding on return (based on 2.5 per month for full time person): Approx Xx days |
| Bank holidays and privilege days | Xx days allowed | Pro rate if necessary (see Annex A below) |
| **TOTAL** | Xx days |  |

MATERNITY LEAVE PLANS

|  |  |  |
| --- | --- | --- |
| Leave beforehand |  Xx days | Dates leave will be taken |
| PML starts | Sunday xx to Saturday xx  | 26 weeks |
| SML  | Sunday xx to Saturday xx | 13 weeks |
| Unpaid maternity leave  | Sunday xx to Sunday xx | 13 weeks |
| Any further short period of unpaid leave  | Monday xx to xx | Anything more than a few weeks must be subject of formal career break application |
| Return to pay roll | [date] |  |
| Leave taken afterwards | xx days annual leave, plus xx [bank holidays/priv days which fall in this period] | Range of dates to be taken |
| Return to work | **xx** |  |
| Number of days leave on return to work | **xx** |  |

ANNEX A: BANK HOLIDAYS AND PRIVILEGE DAYS

* **To prorate, multiple any days by % of hours worked and round up to nearest half day.**
* **You may wish to reorder these to correspond with the maternity absence**
* **Please add the year of each holiday to aid clarity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of holiday** | **Length of holiday (in days)** | **Type of holiday** | **Will they be absent (y/n)** |
| New Year’s Day  | 1 | Bank holiday |  |
| Maundy Thursday | 0.5 | Privilege  |  |
| Good Friday  | 1 | Bank holiday |  |
| Easter Monday  | 1 | Bank holiday |  |
| Early May  | 1 | Bank holiday |  |
| Queen’s Birthday holiday (late May)  | 1 | Privilege |  |
| Late May  | 1 | Bank holiday |  |
| August  | 1 | Bank holiday |  |
| Christmas  | 1 | Privilege |  |
| Christmas day | 1 | Bank holiday |  |
| Boxing day  | 1 | Bank holiday |  |