

Company Personnel Manual

Maternity Leave Form

This form should be completed by an employee who is notifying Viamed of their pregnancy and intended maternity leave.

The form should normally be submitted no later than the end of the 15th week before the expected week of childbirth, or as soon as reasonably practicable where this is not possible.

A MATB1 certificate or other acceptable medical evidence confirming the expected week of childbirth must be provided for Statutory Maternity Pay purposes.

1. Employee details

Employee name:

.....

Job title or department:

.....

Payroll or employee number, where applicable:

.....

Home address:

.....

.....

Telephone number:

.....

Email address:

.....

2. Pregnancy details

Expected week of childbirth:

.....

Expected date of childbirth:

.....

MATB1 certificate attached:

- ☐ Yes
- ☐ No — to be provided when available
- ☐ Alternative medical evidence attached

MATB1 certificates are normally available from a doctor or midwife from approximately 20 weeks before the expected week of childbirth.

3. Maternity leave

I wish my maternity leave to begin on:

.....

The earliest maternity leave will normally begin is 11 weeks before the expected week of childbirth, unless the baby is born earlier or maternity leave begins automatically because of pregnancy-related sickness.

My last intended working day is:

.....

I currently intend to take:

- ☐ The full 52 weeks of Statutory Maternity Leave
- ☐ Ordinary Maternity Leave only, up to 26 weeks
- ☐ Another period, ending on the following date:

.....

An employee is entitled to up to 52 weeks of Statutory Maternity Leave, regardless of their length of service, provided the relevant notice requirements are met.

The company will confirm the expected maternity leave start and end dates in writing within 28 days of receiving the required notification.

4. Statutory Maternity Pay

I wish Viamed to assess my eligibility for Statutory Maternity Pay:

- ☐ Yes
- ☐ No
- ☐ Unsure — please advise

To qualify for Statutory Maternity Pay, the employee must normally:

- have been continuously employed by Viamed for at least 26 weeks up to and including a day in the qualifying week;
- have average weekly earnings at or above the applicable statutory threshold;
- provide the required notice; and
- provide acceptable evidence of the expected week of childbirth.

The qualifying week is normally the 15th week before the expected week of childbirth.

For the 2026/27 tax year, Statutory Maternity Pay is normally paid:

- for the first six weeks at 90% of average weekly earnings; and
- for the remaining 33 weeks at £194.32 per week or 90% of average weekly earnings, whichever is lower.

The statutory rate and earnings threshold may change annually.

Where the employee does not qualify for Statutory Maternity Pay, Viamed will provide form SMP1 so that the employee may consider whether they qualify for Maternity Allowance.

5. Pregnancy-related sickness and early birth

I understand that maternity leave may begin automatically:

- where the baby is born before the intended maternity leave start date; or
- where I am absent because of a pregnancy-related illness during the four weeks before the expected week of childbirth.

I will notify Viamed as soon as reasonably practicable if either situation occurs.

6. Contact during maternity leave

Preferred method of reasonable contact during maternity leave:

- ☐ Telephone
- ☐ Email
- ☐ Letter
- ☐ Other:

.....

Preferred contact details, where different from those above:

.....

Reasonable contact may include confirmation of leave arrangements, workplace developments, Keeping in Touch days, return-to-work planning and other relevant employment matters.

7. Keeping in Touch days

An employee may agree to work for up to ten Keeping in Touch days during maternity leave without bringing maternity leave to an end.

Any Keeping in Touch day must be agreed in advance between the employee and Viamed.

I would be willing to discuss Keeping in Touch days:

- ☐ Yes
- ☐ No
- ☐ I will decide later

Selecting “Yes” does not commit either the employee or Viamed to arranging any work.

8. Intended return to work

Where the employee takes the full 52 weeks of maternity leave, they are not normally required to give separate notice of their return on the confirmed end date.

My current intended return-to-work date is:

.....

This date is provided for planning purposes and may be changed in accordance with the statutory notice requirements.

I understand that I must normally give Viamed at least eight weeks' notice if I wish to return before or after the previously confirmed return date.

An employee must take at least two weeks of compulsory maternity leave immediately following childbirth, or four weeks where the employee works in a factory.

9. Other family-leave considerations

Please indicate whether you may wish to discuss any of the following:

- ☐ Neonatal Care Leave and Pay
- ☐ Shared Parental Leave and Pay
- ☐ Parental Bereavement Leave and Pay
- ☐ Flexible working following maternity leave
- ☐ Annual leave before or after maternity leave
- ☐ Pregnancy or maternity workplace adjustments
- ☐ None at present

Further details should be discussed with the Human Resources Controller.

10. Employee declaration

I confirm that the information provided in this form is true and complete to the best of my knowledge.

I understand that:

- I must notify Viamed promptly if the expected date of childbirth or my intended maternity leave arrangements change;
- I must provide the required notice where reasonably practicable;
- I must provide acceptable evidence of the expected week of childbirth for Statutory Maternity Pay purposes; and
- Viamed will process the information in accordance with its Data Protection Policy and document-retention requirements.

Employee signature:

.....

Date:

.....

11. Management and payroll record

Date form received:

.....

MATB1 or other evidence received:

- ☐ Yes
- ☐ No
- ☐ Awaiting evidence

Expected week of childbirth:

.....

Qualifying week:

.....

Maternity leave start date:

.....

Expected maternity leave end date:

.....

Expected return-to-work date:

.....

Statutory Maternity Pay eligibility:

- ☐ Eligible
- ☐ Not eligible — SMP1 issued
- ☐ Further information required

Statutory Maternity Pay start date:

.....

Statutory Maternity Pay end date:

.....

Employee notified in writing on:

.....

Additional notes or arrangements:

.....

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Reviewed by:

.....

Signature:

.....

Date:

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