

CLERGY WORK-LIFE BALANCE

Maternity Leave Policy

Policy Approver(s)	Bishop's Council
Policy Owner(s)	HR
Revised By	Diocesan Secretary and HR
Next Revision Date	March 2025
Related Documents	<p>Clergy Paternity Leave Policy</p> <p>Clergy Adoption Leave Policy</p> <p>Clergy Parental Leave Policy</p> <p>Clergy Shared Parental Leave Policy</p>
Scope	<p>This Policy applies to all clergy licensed by the Bishop for ministry in the Diocese of St Edmundsbury and Ipswich. This includes all clergy holding office under Common Tenure, Qualified Common Tenure and Freehold and applies equally to a Cathedral Clergy, Archdeacons and Bishops.</p> <p>The Diocese of St Edmundsbury and Ipswich reserves the right to amend this policy at its discretion at any time.</p>

Contents	Page
1. Policy Statement	3
2. Who is covered by the Policy?	3
3. Definitions	4
4. Notification Requirements	4
5. Entitlement to Statutory Maternity Leave	5
6. Attending Antenatal Appointments	5
7. Miscarriage, Premature Birth and Still Birth	6
8. Health and Safety Considerations While Pregnant	6
9. Covering Duties During Maternity Leave	7
10. Pregnancy Related Sickness	8
11. Starting Maternity Leave	8
12. Enhanced Maternity Pay	9
13. Statutory Maternity Pay	9
14. Working During Maternity Leave	11
15. Terms and Conditions of Service During Maternity Leave	11
16. Maternity Leave and Annual Leave	11
17. Pensions	11
18. Returning to Office After Maternity Leave	11
19. Change to Working Arrangements	12
20. Deciding Not to Return	13
21. Redundancy	14
22. Self Supporting Ministers	14
23. Maternity Leave During Curacy or Other Time Limited Posts	14
Appendix 1: Application Form for Enhanced Maternity Pay and Leave	15
Appendix 2: Application Form Maternity Leave	16

1. Policy Statement

This policy outlines the rights and responsibilities of office holders who are pregnant or have recently given birth and sets out arrangements for antenatal care, pregnancy related sickness, health and safety and Maternity Leave and Maternity Pay.

This policy also details the enhanced Diocesan Maternity Pay provision for qualifying office holders.

In the event that (*under Regulation 23 of the 2009 Regulations which confers on office holders the same legal entitlement to statutory maternity, paternity, adoption and shared parental leave as employees are entitled to under the Employment Rights Act 1996*) changes are made to the Employment Rights Act 1996 (or any regulations made under it) affecting the rights of employees in respect of maternity, paternity, adoption and shared parental leave, these changes will automatically apply to office holders and take precedence over this policy.

This policy is written as though it is being read by female clergy.

All matters relating to your pregnancy will be treated confidentially, unless you wish otherwise, and apart from when disclosure is needed to agree measures related to covering your duties during the period of leave.

For the latest Church of England guidance:

[Legal Entitlements of clergy office holders who become parents March 2020](#) and
[Guidance note to clergy office holders about to become parents.](#)

This policy is effective from 1st March 2022 and shall not apply to any actions that occurred prior to this date.

2. Who is covered by the policy?

This policy applies to all stipendiary office holders both full time and part time including stipendiary cathedral office holders, archdeacons and bishops.

Self supporting office holders are entitled to Statutory Maternity Leave regardless of the length of service but not Statutory Maternity Pay.

This policy does not apply to clergy employees who have the same statutory rights to pay and leave as other employees, and whose entitlement to enhanced pay during any period of Statutory Maternity Leave will be determined by their employment contract.

Clergy who have a period of ministry as DBF employees will no longer be on the Commissioners' payroll and will thus have a break in continuous service as far as their right to Statutory Maternity Pay is concerned.

3. Definitions

The definitions based on employment law which apply in this policy:

Additional Maternity Leave (AML): This is the right to an additional period of Maternity Leave immediately following the end of Ordinary Maternity Leave for a period of a further 26 weeks. There is no qualifying period of employment for AML. That part of AML which is beyond 39 weeks is unpaid.

Compulsory Maternity Leave: This is a period of leave imposed by law on all female employees which prohibits a return to work for a period of 2 weeks from the date of childbirth.

Expected Week of Childbirth (EWC): The week in which the childbirth occurs. "Week" means the week beginning with midnight between Saturday and Sunday in which the doctor or midwife expects that the child will be born.

Maternity Allowance (MA): Payments to be made by the Department for Work and Pensions to female employees taking Maternity Leave who do not qualify for statutory maternity pay.

Occupational Maternity Pay (OMP): Enhanced maternity pay arrangement funded by the employer as an employee benefit. Qualifying periods and restrictions apply.

Ordinary Maternity Leave (OML): This is the right of all female employees to a period of 26 weeks Maternity Leave regardless of length of service but provided they comply with certain notification requirements. The allowances payable are Statutory Maternity Pay (SMP) or Maternity Allowance (MA) and the paid period extends into part of the additional Maternity Leave period.

Statutory Maternity Leave: This is a leave entitlement of 52 weeks and is made up of *Ordinary Maternity Leave* – the first 26 weeks and *Additional Maternity Leave* – the last 26 weeks.

Statutory Maternity Pay (SMP): Compulsory pay payable to all female employees taking Maternity Leave provided they satisfy certain criteria.

Other definitions:

DBF: St Edmundsbury & Ipswich Diocesan Board of Finance

DDO: Diocesan Director of Ordinands (for curates who are pregnant)

4. Notification requirements

To qualify for Maternity Leave you must advise your Archdeacon (or the Director of Ordinands if you are a curate) and DBF HR administrator in writing, by no later than the 15th week before the expected week of childbirth (EWC)(Qualifying Week); or if there are reasons why this is not possible, provide notice as soon as is reasonably practical. Maternity Leave cannot start before the beginning of the 11th week before the expected week of childbirth (EWC) unless your baby is born prematurely before that date ie. If your the baby arrives early, Maternity Leave will automatically start on the day after the birth.

Your letter will need to state:

- Your full name and place of work.
- That you are pregnant.
- The expected week of childbirth (EWC).
- The date on which you would like to start Maternity Leave (intended start date); and •
Be accompanied by the MATB1 form

The MAT B1 form will be provided by your doctor or midwife from the 20th week before the expected week of childbirth. No statutory maternity pay will be payable without this certificate or an acceptable alternative.

The HR Administrator will forward the letter and MATB1 to the Church Commissioners for stipend payment purposes.

You have the right to change your Intended Start Date and this will be dependent upon being able to make adequate local arrangements and giving appropriate notice:

- You can postpone your Intended Start Date by informing us in writing at least 28 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable.
- You may bring forward your Intended Start Date by informing us at least 28 days before the new start date, or if that is not possible, as soon as reasonably practicable.

5. Entitlement to Statutory Maternity Leave

You are entitled to 52 weeks' Maternity Leave if you give us the correct notice. If you are pregnant you are covered by the statutory Maternity Leave provision, regardless of your length of service. Statutory maternity pay is payable if you satisfy the qualifying requirements as outlined in section 4.

Maternity Leave is divided into two parts:

- **OML** - Ordinary Maternity Leave, the first 26 weeks.
- **AML** - Additional and unpaid Maternity Leave, the second 26 weeks.

6. Attending Ante-natal appointments

You have the right to take reasonable paid time-off for ante-natal care regardless of your length of service or the number of hours that you work. Appointments made on the advice of a registered medical practitioner, such as relaxation and parent-craft classes that you are encouraged to attend may be included. Where such appointments conflict with the conducting of parish duties please give sufficient notice to the Archdeacon/DDO and/or make arrangements for suitable cover.

We may ask you to provide the following, unless it is the first appointment:

- A certificate from the doctor, midwife or health visitor stating that you are pregnant.
- An appointment card or other documents to show that an appointment has been made.

An expectant father or partner of a pregnant woman has the right to take time off work to go to two antenatal appointments. This time off is usually unpaid and is limited to six and a half hours per appointment.

7. Miscarriage, premature birth and still birth

The death of a baby at any stage of pregnancy is devastating and is usually completely unexpected and in every case the death of a baby is traumatic. Following the death, the

parents go home without the baby they love and have prepared for and they also face the loss of their dreams, plans and hopes for the future. For clergy to return to their office can be incredibly challenging even with the love, support and understanding of their fellow clergy and parishes.

The grief and shock of losing a baby after 14 or 16 weeks of pregnancy can be much the same as following a stillbirth. This can be very hard for parents who want their baby and their loss to be officially recognised. However, for legal purposes, a loss at any stage before 24 completed weeks of pregnancy is called a miscarriage and so the maternity provisions do not apply to miscarriages before the 24th week of pregnancy.

In these unfortunate circumstances, if leave is needed after a miscarriage, Sick Leave and Sick Pay will be given, provided this is covered by a certificate from a GP. We will record this separately from other Sick Leave in order to make sure that there is clarity ie no risk of being treated unfavourably because of the miscarriage.

However, if an absence continues for a long time after the miscarriage, it may be arguable that it is no longer pregnancy-related. If you are not sick but need time off, we will consider allowing you Compassionate Leave or Time Off for Dependants (TOFD). Alternatively, you can ask for unpaid leave.

If a baby is stillborn after the twenty fourth week of pregnancy or if the baby is born alive at any point (even if the baby later dies), you would be entitled to full maternity rights.

If you experience the loss of a child, through a miscarriage, a still birth or a baby dies after birth, pastoral support is available to all clergy through the diocesan clergy counselling service which exists to help individuals to deal with challenging, emotional issues they face, whether work related or personal, through short-term, professional counselling. The service is entirely confidential and can be accessed through the diocesan website. In these circumstances, the diocese will normally meet the full cost of counselling accessed through the scheme.

As an office holder you usually have enough flexibility to arrange your duties so as to be able to attend medical appointments, but additional support will be given to help you attend appointments caused by the loss of a child, in agreement with your Archdeacon/DDO.

8. Health and Safety considerations while pregnant

A pregnant woman is given specific health and safety protection under the European Union "Pregnant Workers Directive" and the Management of Health & Safety at Work Regulations 1999 and the Working Time Regulations 1998. Whilst clergy are office holders, not employees, we recognise sound advice and good practice, and strongly advise you to be mindful of these and to take responsibility for familiarising yourself with their content.

The Archdeacon/DDO will offer advice and assistance on assessing the risks to which you may be exposed in the course of your duties through discussion at the start of your pregnancy. Where appropriate, adjustments will be agreed, bearing in mind the risks to new and expectant mothers and their unborn child. You have a responsibility to identify any areas of work practices which might adversely affect your work and your health and safety, and to raise any concerns with your Archdeacon/DDO to identify a suitable course of action.

Where a risk cannot be avoided, a discussion will take place about what measures can be taken to mitigate the risks. Following such a risk assessment, in exceptional cases and where suitable alternative work cannot be found, it may be necessary to consider alternatives.

9. Covering duties during Maternity Leave

Once you decide when you wish to commence Maternity Leave, Clause 2 (2) of the Ecclesiastical Offices (Terms of Service) Directions confers a requirement on you 'in consultation with a responsible person or authority' to 'use all reasonable endeavours to make arrangements for the duties of the office to be performed by another person or persons during your period of leave'.

This may start with a discussion with the local rural dean (or incumbent) and the Archdeacon/DDO about how best to ensure that cover is provided whilst you are on leave, this may include:

- Making arrangements in advance to cover services during your Maternity Leave and delegating other duties to church wardens, or
- Arranging for an appointment under Regulation 29, which allows for someone to be appointed to a post designated as created in order to cover your Maternity Leave. This may be held for a fixed term or under terms which provide for the appointment to be terminated on the occurrence of a specified event, such as your return from Maternity Leave.

10. Pregnancy related-illness before Maternity Leave commences

If you are absent from work, due to a pregnancy related illness, at the beginning of the 4th week before the expected week of childbirth, this absence will trigger the start of your Maternity Leave. In this case, your Maternity Leave will commence on the day after the first day of absence after the beginning of the 4th week before the expected week of childbirth. You should let the HR Administrator know if your baby arrives before you are due to commence your planned Maternity Leave.

Periods of pregnancy-related sickness absence shall be treated like any other period of sickness in terms of pay and you should keep the HR Administrator informed. As is usual, any sickness pay will be at the discretion of the Archdeacon/DDO and Diocesan Secretary.

Whilst you are on Maternity Leave, you are not entitled to receive sick pay.

11. Starting Maternity Leave

Maternity Leave can start on any day of the week but the earliest date you can start Maternity Leave is 11 weeks before the Expected Week of Childbirth.

You must notify the Archdeacon/DDO and the HR Administrator of your Intended Start Date and the HR Administrator will then write to you within 28 days to inform you of the date we will expect you to return to service if the full entitlement to Maternity Leave is taken (Expected Return Date).

You may postpone your Intended Start Date by informing us in writing at least 28 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable.

You may bring forward your Intended Start Date by informing us at least 28 days before the new start date, or if that is not possible, as soon as reasonably practicable.

Maternity Leave shall start on the earlier of:

- Your Intended Start Date (if notified to us in accordance with this policy); or
- The day after any day on which you are absent for a pregnancy-related reason during the four weeks before the Expected Week of Childbirth; or
- The day after you give birth

If you are absent for a pregnancy-related reason during the four weeks before the Expected Week of Childbirth, you must let the HR Manager know as soon as possible. Maternity Leave will be triggered under the paragraph above, in accordance with the law.

If you give birth before your Maternity Leave was due to start, you must let HR Administrator know the date of the birth in writing as soon as possible.

Women whose babies are stillborn, or who miscarry after the 24th week of pregnancy will still qualify for the full scheme terms.

The law prohibits you from working during the two weeks following childbirth.

12. Enhanced Maternity Pay Provision – Occupational Maternity Pay (OMP)

All stipendiary office holders are eligible for the DBF’s Occupational Maternity Pay (OMP) from day one of their deployment. This is an enhanced rate of maternity pay ie above the statutory maternity pay (SMP) rate.

These payments are administered in the same way as your normal stipend.

The enhanced provision is:

- First 26 weeks: you are paid your normal stipend (which includes Statutory Maternity Pay or Maternity Allowance)
- Followed by 13 weeks: SMP paid at the rate set by the Government or the EarningsRelated Rate if this is lower.

To claim the enhanced Maternity Pay, please complete the form at Appendix 1 and give to HR Administrator, at the same time as you inform us when you plan to start Maternity Leave.

If you leave office for any reason after the start of the Qualifying Week, you are still eligible for SMP but you will not receive OMP.

You are no longer entitled to any form of Maternity Pay once you return to work.

13. Statutory Maternity Pay (SMP)

If, for any reason, you are not entitled to OMP as above, then the following will apply:

SMP is payable for up to 39 weeks and is paid at 90% of average earnings for the first 6 weeks, and the lower of 90% of average weekly earnings or SMP for the remaining 33 weeks.

You are entitled to SMP if:

- You have at least 26 weeks’ continuous service by the end of the 15th week before the expected week of childbirth and you remain an office holder of this or another Diocese.
- Your average weekly earnings during the eight weeks ending with the Qualifying Week (the Relevant Period) are not less than the lower earnings limit for National Insurance contributions set the Government.
- You have given at least 28 days’ notice (or as much notice as is reasonably practicable) confirming the commencement date of your Maternity Leave to the Archdeacon/ DDO and the diocesan office along with a doctor’s or midwife’s certificate MATB1 stating the expected week of childbirth.
- You are still pregnant at the 11th week before your baby is due or have had the baby by that time.
- The office holder has ceased to perform her duties.

SMP accrues from the day on which OML commences and thereafter at the end of each complete week of absence. SMP payments shall be made on the next normal payroll date.

SMP is paid in the same manner and at the same time as your stipend would normally be paid. Statutory maternity pay is subject to income tax and national insurance deductions and pension contributions in the same way as normal earnings.

If for any reason you do not qualify for the SMP, you will need to seek advice from the Department of Work and Pensions to identify whether you qualify for Maternity Allowance. Entitlement is based on your recent employment and earnings record and is a state benefit paid for 39 weeks. In such cases the HR Administrator will issue an SMP1 form to confirm that no stipend payment will be made from the Diocese.

You will still be eligible for SMP if you leave office for any reason after the start of the Qualifying Week. In such cases, if their Maternity Leave has not already begun, SMP shall start to accrue in whichever is the later of:

- The week following the week in which holding of office ends; or
- The 11th week before the Expected Week of Childbirth

14. Working during Maternity Leave (Keeping in Touch Days)

Keeping In Touch (KIT) days do not apply to office holders as they only apply to work performed "under a contract of service" with an employer ie to employees. You do not lose statutory maternity (or other) pay if you carry out occasional duties of your office during maternity (or other) leave.

If you wish to undertake any occasional duties during your Maternity Leave, you are advised to agree, in writing, with your church wardens and archdeacon/rural dean/incumbent/DDO (as appropriate) what these duties will be and when they will be undertaken. This will enable you to set clear boundaries to protect your leave which can be communicated to the PCC.

15. Terms and Conditions of Service during Ordinary and Additional Maternity Leave

You will remain in office while you are on leave which means you retain the rights and responsibilities that go with your office, for example, the right to remain in any accommodation provided for the better performance of your duties and the obligation to ensure that the duties of your office are carried out on your behalf.

16. Maternity Leave and Annual Leave

The period of absence on Maternity Leave will be counted as "service" for the purposes of annual leave. You are advised to take your annual leave in the current year before the commencement of Maternity Leave. Where it is not possible to take the annual leave entitlement before the commencement of the Maternity Leave period, for example where the baby arrives early, then this leave can be taken after the Maternity Leave period, in consultation with your Archdeacon/DDO.

17. Pensions

The Clergy Pension Scheme ensures that pension contributions are paid during paid statutory Maternity Leave. If on your return to work you wish to pay pension contributions for the unpaid part of your statutory leave, you should contact the HR Administrator.

18. Returning to office after Maternity Leave

Once you have notified the Archdeacon/DDO in writing of your Intended Start Date for Maternity leave, we will confirm in writing your Expected Return Date. If the start of Maternity Leave is changed we will write to you to confirm a revised Expected Return Date.

Under current regulations, unless you inform the Archdeacon/DDO otherwise, senior staff will assume your Maternity Leave will end at the date which were agreed and you will return to the duties of your office on the Expected Return Date.

When you return, you have the right to return to the clergy role in which you were prior to the Maternity Leave period. This is on condition that you have not left your office whilst on maternity leave.

In the exceptional circumstances where a return to post is not practical or advisable, the Archdeacon/DDO will discuss any available options or alternatives. By default therefore, there is no right to be found an equivalent post on return from Maternity Leave.

As it is most likely that you will have kept in touch with your Rural Dean/Archdeacon/DDO and the Church Wardens in your parish/benefice/mission community, even carrying out some duties, it is unlikely there will be any unexpected issues arising on your return.

It is helpful however if, during the Maternity Leave you are able to confirm you will be returning to office as expected. Shortly before you return on the Expected Return Date it is advisable to have a return to ministry meeting with the Rural Dean/Archdeacon/DDO/Church Wardens about returning to office for an official update about any changes that have occurred and any small changes needed to local arrangements.

Returning early

If you wish to return before your Expected Return Date, you should discuss this with your Archdeacon/DDO in order for arrangements to be made and advice given. You are required to give eight weeks' prior notice in writing and failure to give eight weeks' notice, may result in the Bishop postponing your return until eight weeks' have lapsed following receipt of your notice.

Returning late

If you wish to return to office later than the Expected Return Date, you should either:

- Request unpaid parental leave in accordance with our Parental Leave Policy, giving us as much notice as possible but not less than 21 days; or
- Request paid annual leave in accordance with the Statement of Particulars, which will be at the Archdeacon/DDO's discretion.

When it has been agreed that that parental leave can be taken immediately following the expiry of Maternity Leave, local arrangements can be discussed with the Archdeacon/DDO.

If you are unable to return to office due to sickness or injury, this will be treated as sickness absence.

19. Changes to Working Arrangements

Flexible working, as it is understood in the employment context, does not apply to clergy office holders. The Ecclesiastical Offices (Terms of Service) Directions 2010 currently confer a legal entitlement on clergy to make requests to take time off or make adjustments to the duties of the office to care for a dependant, but not for other reasons (see paragraphs 20 - 32). When the right to request flexible working was extended to all employees, the view was taken that it was not appropriate to extend it to clergy office holders, as they already had sufficient flexibility.

Where an individual wishes to return to work but on a different basis, eg new working arrangements / adjustment to duties this should be discussed with the Archdeacon/DDO.

Although such requests will be considered, there is no guarantee they will be agreed. Any decision will be reached in consultation with the Archdeacon/DDO and/or churchwarden/s or the nominated PCC representative and advice from the DBF HR team, and only after having thoroughly explored the details and implications of the request. Such implications of a return to work on a different basis, i.e. part-time include:

- Where a house is provided as an entitlement for the better performances of duties and where the reduction of hours is requested and granted, the entitlements to housing will remain unchanged unless the new agreed working hours fall below the minimum set for entitlement to housing.
- If you are receiving a 'housing allowance', the reduction in stipend will come with a proportionate reduction of the 'housing allowance'.
- If you are employed by the parish, then this is a matter between you and your employer. However, in cases of 'locally supported ministry' under Common Tenure, the parish may want to follow the same provision as indicated above. These changes will need to be reflected in the 'legally binding agreement.'

If approved, the stipend will be adjusted pro rata to reflect the reduced hours. Any permanent changes to working arrangements will need to be formally agreed with the office holder and Archdeacon and documented in a revised Statement of Particulars and Working Agreement and issued by the relevant Archdeacon/DDO.

When new working hours are negotiated, there is further impact on other entitlements:

Pension contributions: with a reduced stipend, there is a corresponding downward adjustment in pension entitlement

Heating, lighting and cleaning allowances will also be impacted when someone moves from a full-time role to a part time role. The office holder is advised to speak to Finance Officer for Clergy Payroll regarding the individual's circumstances.

20. Deciding not to return

If you are unsure about returning to your duties, it is helpful to discuss this with your Archdeacon or DDO as early as possible and if you decide not to return after Maternity Leave, you must inform your Archdeacon and the Bishop (or the DDO), stating your decision to resign from your office and giving the appropriate notice period as detailed in the Statement of Particulars. The amount of Maternity Leave left to run when notice is given must be at least equal to the contractual notice period. Otherwise, you may be required to return to office for the remainder of the notice period.

Once you have given notice you will not be returning to office, if you change your mind, there is no absolute right to return, although, with the agreement of the Bishop, every effort will be made to find an alternative suitable post.

This does not affect your right to receive SMP.

21. Redundancy

The only situation when this may occur will be in times of pastoral reorganisation. In this case, you will exercise your rights to information, consultation and entitlement to compensation in the same way as the other clergy are involved in the process.

22. Self-Supporting Ministers (SSMs)

If you are a self-supporting minister, you have the same entitlement to Maternity Leave as other licensed clergy, but you are not eligible to receive maternity pay, because you do not receive a stipend.

If you are provided with a house for the better performance of your duties, you have a right to stay in the house during any period of leave, because you remain in office.

If you need assistance with cover while on Maternity Leave (you are unlikely to share leave, as you will not be eligible to receive shared parental pay) and when returning from leave, you should discuss this with your Archdeacon/DDO.

23. Maternity Leave during curacy or other time limited posts

Under Regulation 29 of Ecclesiastical Offices (Terms of Service) Regulations 2009, there are several categories where the role is for a fixed term. Pregnant office holders in such roles have the same rights as those in other roles.

More specifically, for those in curacy roles, provided you have met your obligations in terms of notification requirements, appropriate extensions to the training or other arrangements will be agreed by the Diocesan Director Ordinands (DDO) upon your return from Maternity Leave. However, when the role comes to an end, the SMP rate will apply for the period between the end of post date and the end date of the paid Maternity Leave.

Version:	V1
Approved:	March 2022 by Bishop's Council
Next Review:	March 2025 by Governance Committee, to be approved by Bishop's Council

Appendix 1:

Application for Enhanced Maternity Pay and Leave – for the HR Administrator

PARENTAL LEAVE FORM

SURNAME N.I. No.

CHRISTIAN NAMES Date of birth

UNIQUE ID

DIOCESE

Tick as appropriate	Leave Start Date (required)	Return to Work Date (if provided)
Paternity Birth <input type="checkbox"/> or Adoption <input type="checkbox"/>		
Maternity <input type="checkbox"/>		
Adoption <input type="checkbox"/>		
Shared Parental L. <input type="checkbox"/>		

DUE DATE

Please tick appropriate form provided

MATB1 Matching Cert

SC3 SC4

Other (please specify)

DIOCESAN PARENTAL POLICY

Please fill as appropriate Full pay Statutory payment only
 Number of weeks

MATERNITY / ADOPTION LEAVE - ONLY	
Is payee taking unpaid leave?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How long is unpaid leave for?	<input type="text"/>
Start date of unpaid leave (if applicable)	<input type="text"/>

OTHER INFORMATION

AUTHORISED _____ Date _____
 DBF Secretary / Cathedral Administrator / CC

Appendix 2: Clergy Maternity Leave Application Form

To qualify for maternity leave you must advise your Archdeacon/DDO in writing, by no later than the 15th week before the expected week of childbirth (EWC - Qualifying Week). If there are reasons why this is not possible, provide notice as soon as is reasonably practical to your Archdeacon/DDO and the HR Administrator.

Please complete and send this form to your Archdeacon/DDO and then forward to HR.

Diocese of St Edmundsbury and Ipswich: Clergy Maternity Leave Application Form			
Name		Employee ID	
Role Title		Full-time / Part time	
Home Address		Hours per week	
		Days per week	
I wish to formally advise the Diocese of St Edmundsbury and Ipswich that I am pregnant.			
I confirm the Expected Week of Childbirth to be:		(Date)	
I intend to commence my Maternity Leave on:		(Date)	
<p><i>In order to receive maternity benefit you are required to provide us with your MATB1 form. This is provided by your midwife or doctor from 20 weeks before the expected week of childbirth. Please note until we receive your MATB1, we will be unable to confirm any Maternity Pay entitlement.</i></p>			
<p>I confirm by MATB1 form (medical certificate confirming pregnancy) my pregnancy and my expected week of confinement:</p> <p>MATB1 Form is already submitted to HR Administrator <input type="checkbox"/></p> <p>MATB1 Form is attached <input type="checkbox"/></p> <p>MATB1 Form will follow shortly <input type="checkbox"/></p> <p>MATB1 Form has been forwarded to the Jobcentre Plus and I attach a copy (if less than 26 weeks service <input type="checkbox"/></p>			

Please indicate below your intention to take maternity leave OR your intention to resign from your post. If you resign from your post you will not have the right to return to work following the birth of your baby. However, if you indicate an intention to take maternity leave, you may still resign from your post after the birth of your baby if you change your mind at a later date.

Appendix 2: Clergy Maternity Leave Application Form

Please indicate your choice regarding MATERNITY LEAVE:

<p>I wish to take maternity leave and I intend to return to office following the birth of my baby. *My anticipated return to work date is: *You do not have to provide this information but it would assist us with workload planning.</p>	
<p>I do not intend to return to work following the birth of my baby and wish to resign from my office. My last day of service will be the last day on which I receive Maternity Pay.</p>	
<p>I plan to take annual leave at the end of my maternity leave and I will discuss and agree this with my Archdeacon/DDO.</p>	

Name	Date
Signature	