

## Maternity

### Glossary

<b>EWC</b>	Expected Week of Childbirth	(EWC) means the week, beginning with midnight between Saturday and Sunday, in which it is expected that the baby will be born.
<b>SMP</b>	Statutory Maternity Pay	SMP is a weekly payment subject to average weekly earnings of not less than the lower National Insurance earnings limit. The College pays SMP through the payroll and it is subject to tax and National Insurance deductions. Qualifying employees are entitled to SMP whether or not they intend to return to work for the College.
<b>OML</b>	Ordinary Maternity Leave	OML is the first 26 weeks of maternity leave. During this time an employee is entitled to all of their contractual rights (such as pension or holidays) that the employee would have received if they had not been on leave.
<b>AML</b>	Additional Maternity Leave	AML is the second 26 weeks of maternity leave and it starts on the day after the Ordinary Maternity Leave period finishes. During this time an employee is entitled to accrue contractual holidays that they would have received if they had not been on leave.
<b>MatB1</b>		MatB1 is the medical certificate which confirms the pregnancy and the date a baby is due. An employee will

		receive this from their doctor or midwife at 26 weeks into their pregnancy. An employee must let their HR Representative have this certificate as soon as possible, but in any case before the start date of their maternity leave.
<b>OMP</b>	Occupational Maternity Pay	OMP encompasses either, or both, OML and AML and it may exceed these statutory entitlements. OMP is specific to the College.
<b>SMP</b>	Statutory Maternity Pay	SMP is subject to average weekly earnings of not less than the lower National Insurance earnings limit. Employees with at least 26 weeks' service at the Qualifying Week are entitled to receive 39 weeks SMP. The College pays SMP through the payroll and it is subject to tax and National Insurance deductions. The SMP is specified by the Government. The current rate is available from the HR Department and on line.
<b>SMA</b>	Statutory Maternity Allowance	If an employee is not eligible for SMP and has paid at least 26 weeks' National Insurance contributions over the preceding 66 weeks (ending with the week before the EWC) then they may be entitled to SMA or some other payment. This is claimed from the Jobcentre Plus/Social Security Office. An SMP1 form should be completed by the employee's HR representative.
<b>Qualifying Week</b>		The Qualifying Week is the 15th week before the EWC. It is used to calculate entitlement to the type of maternity leave an employee is entitled to, and the right to SMP.

<b>KIT Days</b>	Keeping in Touch days	Employees can work up to 10 days during their maternity leave. They are optional, with both the employer and employee needing to agree them.
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