Name Surname

Job title

Company Name

Address

Dear [insert name of employee]

**Changes to your maternity leave entitlement**

Further to our discussions on [insert date], I am writing to confirm changes to your maternity leave entitlement contained in the model terms and conditions of service you are employed on.

As you will be aware from our communications, paragraph 53 in your model terms and conditions will be supplemented to include the following text:

*Where an employee intends to return to work, the amount of contractual maternity pay receivable is as follows:*

*i) for the first eight weeks of absence, the employee will receive full pay, less any Statutory Maternity Pay or Maternity Allowance (including any dependants’ allowances) receivable;*

*ii) for the next 18 weeks the employee will receive half of full pay, plus any Statutory Maternity Pay or Maternity Allowance (including any dependents’ allowances) receivable providing the total receivable does not exceed full pay;*

*iii) for the next 13 weeks, the employee will receive any Statutory Maternity Pay or maternity allowance that they are entitled to under the statutory scheme.*

*iv) for the final 13 weeks, the employee will receive no pay.*

The purpose of this change is to improve your maternity leave entitlement outlined in paragraph 9 of section 6 of the General Whitley Council Handbook. The remaining paragraphs of section 6 remain unchanged and are to continue to be applied as published. For the avoidance of any doubt, the remaining terms of your Contract shall be unaffected by this change.

If you agree to this change, please indicate your acceptance by signing and returning the enclosed copy of this letter to [NAME] by [DATE]. This change shall be immediately effective from the date of your signature. You should keep your signed copy of this letter safe, together with your Contract, which shall be amended by this letter.

Please sign, date and return one copy to me to confirm for our records that you have received the statement.

Yours sincerely,

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For and on behalf of [EMPLOYER]

I agree that my Contract shall be varied by the revised terms set out in this letter with immediate effect.

Signed:

[NAME OF EMPLOYEE]

Date: