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 [INSERT PRACTICE NAME] terms and conditions of service you are employed on.

As you will be aware from our communications, clause [identify and insert the relevant clause which contains the employee’s maternity leave entitlement] in your contract of employment will be amended to include the 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.*

[***Guidance****: Please inspect the relevant contract of employment and the existing terms relating to maternity leave entitlements. There may be scope to simply amend the existing wording rather that supplementing it. For example, the weeks of entitlement for half pay can be amended from 14 (or otherwise) to 18 weeks, without the need to insert all the wording above. The degree and nature of change will depend on existing wording].*

The purpose of this change is to improve your maternity leave entitlement. 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,

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: