

PAY & EMPLOYMENT RIGHTS SERVICE

PERS leaflet number 5

MATERNITY

&

PATERNITY RIGHTS

**INCLUDING ADOPTION & FLEXIBLE
WORKING RIGHTS**

*Community
Legal Service*



April 2010

RIGHTS FOR PARENTS

Nearly all women who have a job and give birth are now entitled to a year's maternity leave and most of them receive 9 month's maternity pay, funded by the government, and either paid by their employer or paid direct. Most fathers and partners can take paternity leave and there are similar rights for people who adopt. More working parents and carers than before have the right to request flexible working arrangements so that they can look after their children or other family members.

PREGNANT WOMEN: YOUR BASIC RIGHTS

All pregnant employees have some basic rights from the first day of work. These are:

- the right to paid time off for antenatal appointments;
- the right to 52 weeks **Maternity Leave** from the job you are doing;
- the right to retain your contractual benefits, apart from wages, during this leave. These include such things as holidays & some occupational pension rights. However, certain limitations or conditions may apply in practice - see below;
- the right not to be dismissed or made redundant for any reason connected with your pregnancy or the birth of your child;
- the right not to be refused a job because you are pregnant;
- the right to safe and healthy working conditions during pregnancy, after giving birth and while breastfeeding.

Other legal maternity rights depend upon how long you have worked for your current employer or upon how much you earn. See below for further details and for information about how you qualify for Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP), and Maternity Allowance (MA).

Some workers, such as agency workers don't have all the rights that employees have but they will usually qualify for SMP or MA.

BEFORE YOUR BABY IS BORN

It is often a good idea to inform your employer in writing of your pregnancy after the first few weeks. Once you have done so, they are obliged to carry out a risk assessment to check that the work is not harmful to you. Some employers may use their knowledge of the pregnancy to discriminate, which is illegal, but an employer who has not been told officially could discriminate and then claim they didn't know. Pregnant women have to decide when is the best time to tell their employer.

ANTENATAL APPOINTMENTS

Employees have a legal right to paid time off, including travelling time, for any medical appointments you need to attend in connection with your pregnancy. These could include medically advised parenting or relaxation classes as well as visits to healthcare professionals such as a doctor or midwife.

DISMISSAL AND REDUNDANCY

You may not be dismissed or made redundant for any reason connected with your pregnancy, regardless of how long you have worked for your employer. If this does happen, you are entitled to written reasons for your dismissal and you can complain of unfair dismissal and Sex Discrimination to an Employment Tribunal. These rights continue for some time after your baby is born.

HEALTH AND SAFETY

Under health and safety regulations your employer must carry out a risk assessment of your workplace taking specific account of women of child-bearing age and must remove or prevent exposure to any risks that are found. If you inform your employer in writing that you are pregnant they have to carry out another risk assessment with your pregnancy in mind. If after this there are still health and safety risks to you or your baby in your job, you should be offered a suitable alternative job on terms and conditions that are not less favourable. If this is not possible you should be suspended from work on maternity grounds and continue to receive your full normal pay. These regulations also protect you from having to work in conditions where there are health risks for some time after the birth or for as long as you are breastfeeding.

TIME OFF WORK

COMPULSORY MATERNITY LEAVE

No woman may work for her employer during the two weeks immediately following childbirth. Female factory workers may not work for four weeks after giving birth. This compulsory maternity leave forms part of the Maternity Leave period.

52 WEEKS LEAVE

All pregnant employees are entitled to 52 weeks Maternity Leave, provided

they have given notice to their employers.

Notice of pregnancy

To ensure your right to begin maternity leave on the date you decide, you are required to notify your employer (if reasonably practical) by the end of the 15th week before the expected week of childbirth (EWC). See chart on the back pages of this leaflet to work out when this is. When notifying the employer you must tell them the date the baby is due and (in writing if your employer requests this of you) the date on which you intend to begin your maternity leave. You must provide a copy of your Maternity Certificate (form MAT B1 from your midwife or GP) if requested to do so by your employer.

You may also give notice of your intention to claim Statutory Maternity Pay (SMP) at the same time but you must give 28 days notice before the date you intend your SMP to start. If you are not taking maternity leave (for instance if you are leaving your job) you do not have to give notice of your intention to claim SMP until 28 days before you want SMP payment to begin.

When you have notified your employer of the date you want your maternity leave to start, they must then inform you, in writing within 28 days, of the date you are expected to return to work. This date will be worked out by assuming that you will be taking the maximum amount of leave that you are entitled to, which is 52 weeks.

You can change the date you want maternity leave to start as long as you give your employer 28 days notice.

Keeping in Touch Days

The Work and Families Act 2006 allows your employer to make contact with you (and vice-versa) whilst you are on maternity leave, as long as the amount and type of contact is not unreasonable. This may be to discuss your plans for returning to work, or to keep you informed of important developments at the workplace. You should also be informed of any relevant promotion opportunities or job vacancies that arise during maternity leave.

You are also allowed to do up to 10 days' work for your employer during your maternity leave, as long as both you and your employer have agreed for this to happen, and agree on what work is to be done and how much you will be paid for it. This will not affect your maternity leave or your Statutory Maternity Pay.

When you can take the leave

The earliest you can start your maternity leave is 11 weeks before the baby is due. However, you may carry on working for as long as you feel able – even up to the week the baby is due. The only exception to this is if you have time off for sickness connected with your pregnancy in the four weeks before the baby is due. If that happens, you will have to begin your maternity leave then.

Your Maternity Leave runs continuously from the day that you stop work. This means that the later you begin your maternity leave the more time off you can have after the birth.

Your rights while on Maternity Leave

While you are on Maternity Leave you keep all your statutory and all your contractual rights (other than pay) just as if you were still at work. This means, for instance, that you continue to earn both statutory and contractual holiday as well as any pension rights that are offered in your contract. Your continuity of service is preserved and contractual entitlements which rely on length of service should increase.

Pay. If you have worked long enough and earn enough (see Statutory Maternity Pay below) you will receive Statutory Maternity Pay (SMP). If not, you may get Maternity Allowance (MA). These payments are for 39 weeks. Some employers pay more maternity pay than the legal minimum. If pay for your job increases while you are on maternity leave, some of your maternity pay should be recalculated. Check with your local Jobcentre Plus or Citizens Advice Bureau (CAB) whether you qualify for other state benefits during or after the end of your statutory or contractual maternity pay period. See below for more information.

Holiday. Remember that any *statutory* paid holiday must be taken in the 'holiday year' in which it is accrued (earned) and cannot usually be carried over to the next holiday year. Your Maternity Leave will probably span two 'holiday years' and you will need to take some of your paid holiday before your maternity leave and some of it after you return to work. See PERS leaflet number 4 on 'Paid Holidays'. *Contractual* paid holiday can be taken at any time agreed with your employer.

Pensions. Your *employer's pension contribution* should be calculated as if you were working normally. However, if your scheme includes employee contributions (contributions paid by you), then *your contribution* should be based on your actual income, whether this is SMP or contractual maternity pay.

Other contractual rights. These might include, for instance, continuing

benefit from contractual 'perks' such as health club membership and use of your company car or mobile phone (unless these are provided *solely* for business purposes).

You also remain bound by your *contractual duties* to your employer relating to matters such as disclosure of confidential information, participation in any other business, acceptance of gifts and notice of termination of employment.

Returning to work

You do not have to give your employer notice that you are intending to return to work if you are going back on the date your employer expects you to return, i.e. the date your employer gave you to return to work, exactly 52 weeks after your maternity leave started. If you want to return before this date you must give your employer at least eight weeks notice of the date you intend to return. When you return to work, it must be to the same job unless:

- there are certain health and safety risks involved in that job (see above)
or
- you agree to change it with your employer. You have a right to request flexible working in certain circumstances and to have that request seriously considered. See below for details.
- you have taken more than 26 weeks maternity leave and it is not reasonably practical for you to return to your old post. In that case you must be offered a post on the same pay and conditions.

If you are sick when you are due to return, your normal contractual arrangements will apply. You will need to notify your employer in the normal way and you will be entitled to your normal contractual sick pay. You are normally entitled to receive Statutory Sick Pay (SSP) when you are ill if your earnings are above the lower earnings limit so, if you have been receiving SMP you will qualify for SSP. However, if you have been receiving MA you *may* not have been earning enough to qualify for SSP. In these circumstances you should claim benefits from your local Jobcentre Plus.

If you are pregnant again at the end of your maternity leave you will return to work as normal and notify your employer that you are pregnant as described above.

PARENTAL LEAVE

If you have worked for your employer for more than a year and have a child aged under 5 (or a disabled child under 18 or have adopted a child in the last 5 years), you also have the right to take some notified *unpaid* time off work to care for your children. This is **parental leave**. It also means that men can extend their paternity leave to take unpaid time off work for the birth of a new baby and women can extend their maternity leave by taking additional unpaid parental leave. It also means that one or both parents may be able to take extra unpaid time off if you are adopting a child.

DEPENDANTS LEAVE

From the beginning of your employment you also have the legal right to take limited unpaid time off if there is an emergency involving one of your children or another person who depends on you. This is **dependants leave**. It also allows fathers or partners to take a day or two off for the birth of their baby even if they haven't been working for their employer long enough to qualify for parental or paternity leave. PERS has a factsheet giving details of Parental & Dependants' Leave. Please visit our website, www.pers.org.uk, if you would like a copy.

MATERNITY PAY AND BENEFITS

STATUTORY MATERNITY PAY (SMP)

What is it?

A weekly payment made by employers for 39 weeks. Employers can claim their SMP payment back from the government. You can claim SMP even if you do not go back to your job after you have had your baby.

Who gets it?

You will qualify for SMP if:

- you have worked for your employer for at least 26 weeks by the end of the 15th week before the week the baby is due. In practical terms this probably means you qualify if you got pregnant after you began the job and not if you were pregnant when you started, but see chart on the back of this leaflet to work this out *and*
- you are still in work in this 15th week (the 'qualifying week'), even if you are off sick or on holiday, or you resign or are dismissed from your job at any time after that date *and*

- you earn on average £97 per week before tax. Your average pay is calculated from the pay you actually receive in the 8 week period up to and including the 15th week before the baby is due. If you are working reduced hours or you are on sick pay during that time, you may find that you lose the right to SMP or get a reduced amount. You would probably get Maternity Allowance instead (see below).

Notice of claiming SMP

You must give your employer notice of your intention to claim SMP at least 28 days before you wish it to start. You must provide medical evidence of the pregnancy and the due date (or birth date in some cases). This will usually be the MAT B1 certificate.

How much is it?

For the first 6 weeks you get 90% of your average weekly pay (see above for how your 'average' is worked out). After that you get basic SMP for 33 weeks. This is £124.88 a week (from April 2010) or 90% of your average weekly earnings if this is less. Your employer may give you more generous maternity pay in your contract. SMP does **not** have to be paid back if you do not return to work.

National Insurance credits

Tax and NI may be deducted from SMP or you are entitled to an NI credit for each week in which you receive SMP, even if your maternity pay is less than the NI level. Some other years will also count towards your contribution record. These are called years of "home responsibility protection." They include any year in which you are not paying NI contributions but are receiving Child Benefit for a child under 16. These years are automatically recorded in your contribution record and count towards long term benefits such as retirement pension.

MATERNITY ALLOWANCE (MA)

What is it?

A weekly allowance from Jobcentre Plus paid for up to 39 weeks. You make a claim to your Jobcentre Plus office on form MA1, available from antenatal clinics or from Jobcentre Plus. You will get MA if you don't qualify for SMP (for example because you are self-employed or gave up work or changed jobs during your pregnancy) but have earned enough for a sufficient number of weeks in the 66 weeks before the baby is due to qualify. You can claim MA even if you do not go back to paid work after you have your baby.

Who gets it?

You will qualify for MA if you have:

- worked for 26 weeks in the 66 week period before your baby is due (either employed or self-employed, or a combination of both) **and**
- earned an average of at least £30 or more per week in at least 13 weeks in the 66 weeks before your baby is due. These can be 13 separate weeks, for different employers - they don't have to be consecutive weeks with the same employer.

How much is it?

The amount of MA is 90% of the average of your best 13 weeks earnings, or £124.88 (from April 10) whichever is less, for up to 39 weeks.

OTHER STATE BENEFITS

You will be entitled to Child Benefit and to a £250 Child Trust Fund payment. You may also qualify for Income Support, Working Tax Credit (including Childcare Tax Credit), Child Tax Credit, Housing and Council Tax benefits and a second £250 Child Trust Fund payment. Contact your local CAB to check. If you are receiving certain benefits, including Working Tax Credit, you may also qualify for a Sure Start maternity grant when you give birth or adopt a child. This is a lump sum payment of £500 paid through Jobcentre Plus.

MISCARRIAGE AND STILLBIRTH

Mothers whose babies are stillborn, or who have a miscarriage after the 24th week of pregnancy, or whose baby is born alive at any stage of the pregnancy and later dies, still qualify for Maternity Leave, SMP or MA. Fathers and partners may still be entitled to paternity leave and pay.

STATUTORY PATERNITY LEAVE AND PAY

Most fathers and partners (including women in same sex relationships) of women having babies are entitled to paternity leave and Statutory Paternity Pay (SPP). If you qualify, you are able to take one or two weeks' leave at or around the time the baby is born. Paternity leave can only be used to care for a new baby, or to support the child's mother. Many employers have contractual paternity leave and pay which is more than the legal minimum.

PATERNITY LEAVE

Who gets it?

To take paternity leave you must be an employee. Many casual workers and agency workers do not qualify and nor do police officers and members of the armed forces. You must also:

- have, or expect to have, responsibility for the baby's upbringing *and*
- be the biological father of the baby *and/or*
- be the mother's husband or partner – a “partner” is defined as someone living with the mother of the baby in “an enduring family relationship.”

Additionally, you must have worked continuously for your employer:

- for 26 weeks by the end of the 15th week before the EWC – this is the “qualifying week” and
- from the 15th week before the EWC up to the date of the birth.

In practical terms this means that you will probably qualify if the mother got pregnant after you started your job, see the chart on the back of this leaflet to check.

If the baby is born earlier than expected and you do not have the required length service by this point (but would have done, if the baby had not been born early), you will still be entitled to paternity leave and pay. You will also be entitled to paid leave if the baby is stillborn (or has died) after the 24th week of pregnancy.

Remember that you are still entitled to limited unpaid dependants' leave (see above) when your baby is born even if you do not have enough service for paternity or parental leave.

How much leave can you take?

If you qualify to take paternity leave, you are entitled to a maximum of two weeks' leave. You can either take just one week, or two consecutive weeks. For statutory paternity leave you cannot take two non-consecutive weeks and you cannot take the leave as individual days spread across a period, although your employer's own scheme may allow this. You will only be entitled to one period of leave even if your partner has a multiple birth.

Notice of intention to take leave

To qualify for paternity leave, you must notify your employer by the end of the 15th week before the EWC that your partner is pregnant and that you intend to take paternity leave. You must do this in writing, specifying the expected week of childbirth, the amount of leave you intend to take (one or two weeks) and the date on which you intend the leave to begin.

Your employer may also request a signed written declaration that the purpose of your absence from work is that:

- you are taking leave to support the mother or to care for the child (or both);
- you have responsibility for the upbringing of the child
- you are the father of the child and/or the husband or partner of the mother.

You can make this declaration on the Her Majesty's Revenue and Custom's model certificate SC3 *Becoming a parent* available from your local HMRC office, your local Jobcentre Plus office or online at the HMRC website: www.hmrc.gov.uk

When can you take the leave?

You cannot start the leave until the baby is born. You can take your leave:

- on the date of birth - whether this is earlier or later than the expected date (if you are at work on this day, then the leave will begin on the next day); **or**
- on a chosen date after the expected week of childbirth, for which you have given your employer prior notice (see above).

You can start your paternity leave on any day of the week. You must complete the leave within 56 days (eight weeks) of the actual date of birth. If the baby is born before the EWC, then you must complete your leave within 56 days of the first day of the EWC.

Your rights while on Paternity Leave

The time you are on paternity leave counts towards your period of continuous employment. This can be important for rights that rely on length of service, such as your right to claim unfair dismissal or a redundancy payment. You will benefit from all your normal terms and conditions of employment, apart from your wages or salary (unless your contract expressly states that you will continue to be paid during paternity leave) throughout your absence.

STATUTORY PATERNITY PAY (SPP)

Who gets it?

Most husbands and partners will be able to claim SPP for two weeks. To be eligible to claim, you must fulfil the same length of service requirements as for paternity leave (see above). Additionally, you must have average earnings above the Lower Earnings Limit for National Insurance contributions – that is; you earn on average £97 or more per week. Average weekly earnings are calculated on your earnings in the eight weeks ending with the 15th week before the baby is due.

Notice of intention to claim SPP

You must notify your employer at least 28 days before you want your SPP to start and make the written declaration on form SC3. If you have already done this to claim your right to paternity leave (see above) then it will count as notification for SPP.

How much do you get?

The rate of SPP is the same as that for SMP. If you qualify, you will either receive £124.88 (from April 10) or 90% of your average weekly earnings if this is less.

If you have two jobs and you qualify for SPP in both jobs then you will be able to take paternity leave and receive SPP from both employers. You will not have to pay back any SPP to your employer even if you do not return to work after taking your paternity leave.

You may qualify for benefits such as Income Support, Housing Benefit, Council Tax Benefit and Tax Credits if you are only receiving SPP. Check with your local Citizens Advice Bureau for more details on how to claim.

What if you are sick?

If you are sick before you start your paternity leave, and continue to be sick

during the time you originally intended to be on SPP, you will need to postpone your leave. You are not entitled to SPP if you are receiving sick pay (statutory or contractual). You will still need to take your paternity leave within 56 days of the birth – this period will not be extended if you are sick. See the PERS leaflet on ‘Statutory Sick Pay’ for more details of your rights to pay when you are sick.

ADOPTION LEAVE AND PAY

Since 2003 most people who are adopting a child or children have comparable rights to new parents who are giving birth.

ADOPTION LEAVE - Who gets it?

To qualify for the new right to adoption leave and pay you must:

- be newly matched with a child by an adoption agency *and*
- have been employed by your employer for at least 26 weeks before the end of the week in which the match for adoption was agreed.

Only one person (regardless of gender) of an adopting couple may take Statutory Adoption Leave. The other partner may be entitled to Statutory Paternity Leave (see above).

Adoption leave is not available for people adopting a partner’s child/ children.

Notice of intention to take Adoption Leave

If you are an adoptive parent who intends to take Statutory Adoption Leave, you must inform your employer of your intention to take the leave within seven days of being notified that you have been matched with a child for adoption, unless this is not reasonably practicable. You need to tell your employer, in writing if your employer so requests:

- when the child is expected to be placed with you *and*
- when you want your adoption leave to start.

You may vary the date of the start of your adoption leave provided you give at least 28 days’ notice. You must also inform your employer at least 28 days before the start of your adoption leave when you want your adoption pay to start.

Employers have 28 days in which to respond to your notification of your leave plans. Your employer must write to you, stating the date on which they expect you to return to work if you take the full entitlement to adoption leave.

You must give your employer documentary evidence of your qualification for

adoption leave. Usually this will take the form of a 'matching certificate' issued by the adoption agency specifying the date on which matching arrangements were confirmed and the expected date of commencement of the placement.

When can you take it?

Adoption leave can be taken from any date beginning up to 14 days before the date at which the transfer takes place.

Only one period of adoption leave is available per placement irrespective of the number of children placed under that arrangement.

If you qualify then you have a right to 52 weeks Adoption Leave.

If the placement ends during the adoption leave then the leave can continue for up to eight weeks after the end of the placement.

STATUTORY ADOPTION PAY

Who gets it?

To qualify for Statutory Adoption Pay you must have an average weekly wage above the Lower Earnings Limit for National Insurance contributions, currently £95.

The partner of an adopting parent may be entitled to take paternity leave and pay on the same qualifying conditions and terms as those for the partners of pregnant employees. The only difference is that notice of intention to take paternity leave must be given within seven days of the date of the arrangement of the placement and leave may begin on or after the date of placement.

The person who takes Statutory Adoption Leave and pay and the person who takes Statutory Paternity Leave and pay can be of either sex. These rights apply equally to same-sex couples.

How much is it?

Statutory Adoption Pay will be payable during Ordinary Adoption Leave for 39 weeks and will be the lesser of £124.88 (from April 09) per week, or 90% of your normal weekly pay.

Returning to work

Arrangements for return to work, contractual entitlements and protection from 'detriment' (less favourable treatment) following a period of adoption leave are almost identical to those following maternity leave.

FLEXIBLE WORKING

Parents of children and other carers have the right to request a change to their working pattern or a reduction in their working hours to improve their 'work-life balance'. The right to work flexibly is not an absolute right in itself but the employer is obliged to treat any request seriously and not to refuse without good reason. Grounds for refusal must be based on "valid business reasons" such as additional cost, impact on service delivery and work quality or inability to provide alternative staff cover.

Who can make a request for flexible working?

Anyone can ask their employer for permission to change their working hours but the law says that if those specified below make a request in the manner described their employer has to have a meeting with them, give their request serious consideration, and only turn it down for "sound business reasons".

You qualify for this right if you:

- are an employee, are not an agency worker and are not in the armed forces;
- have worked for your employer continuously for at least 26 weeks at the date the application is made;
- have not made another application to work flexibly under the right during the past twelve months.

and either,

- have a child under seventeen, or under 18 if he/she has a disability;
- are either the child's parent, guardian or foster parent, or are married to or are the partner of the child's parent, guardian, or adoptive/foster parent;
- make the application no later than two weeks before the child's 17th birthday or 18th birthday if he/she has a disability;
- have or expect to have responsibility for the child's upbringing and are making the application to enable you to care for the child;

OR

- is or expects to be caring for a person in need of care who is either

- (i) married to, or the partner or civil partner of the employee ;
- (ii) a **relative*** of the employee ; or
- (iii) living at the same address as the employee".

**'Relative' means a mother, father, adopter, guardian, special guardian, parent-in-law, son or daughter in law, step-parent, son, step-son, daughter, step-daughter, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, uncle, aunt or grandparent, and includes adoptive relationships and relationships of the full blood or half blood or, in the case of an adopted person, such of those relationships as would exist but for the adoption.*

Any changes to contractual terms made under the Flexible Working Regulations are considered permanent unless varied by agreement or superseded by a later application.

How do you apply for flexible working?

If you want to have a proposal for flexible working considered by your employer it must be in writing, be dated and state:

- how you satisfy the relationship/upbringing criteria listed above;
- whether you have made a previous application;
- the working pattern you wish to adopt;
- the date you plan to start the new pattern if accepted by the employer;
- any implications for the employer's business and how these could be accommodated.

Within 28 days of receiving your request your employer should arrange a meeting at which the proposal can be discussed and alternatives examined if the original proposal is not acceptable.

Within 14 days of the meeting your employer must write to you and either:

- accept the proposal with a start date, or
- set out the objective business grounds for the refusal, saying how these grounds apply in the circumstances, and describing the appeal procedure.

You can appeal against your employer's decision within 14 days of the written notification. Time limits can be extended with the agreement of both the parties but your employer must record any agreed decision to extend time limits.

Discrimination

There may be circumstances where refusal to permit a woman to return to

work part-time amounts to unlawful sex discrimination. Employees may complain of indirect sex discrimination if proportion of women (or men) who can comply with provision, criterion, or practice imposed by their employer is considerably smaller than proportion of men (or women) who can comply with it. For example it may be more difficult for women to meet a requirement to work full time because of childcare responsibilities. In such circumstances an employer would have to show that there were objective reasons which had nothing to do with her sex for requiring her to work full-time.

Other Sources of Help

Directgov - Government website for citizens:

<http://www.direct.gov.uk>

The Department of Business, Innovation and Skills:

<http://www.berr.gov.uk>

Her Majesty's Revenue & Customs:

www.hmrc.gov.uk

This leaflet is intended as a guide and is not a full statement of the law.

Please seek advice before taking any action.

PERS has a complaints and comments procedure. Please contact us for a copy if you wish to make a complaint or comment about our services.

Tables showing important dates for Statutory Maternity and Paternity Pay and maternity/paternity leave

Week Baby Due		Start of 15th week before the week baby due		Latest Start date with Current Employer	Start of 11th week before the week baby due	Start of 4th week before the week baby due
Sunday	Saturday	Sunday	Saturday	Saturday	Sunday	Sunday
06/09/2009	12/09/2009	24/05/2009	30/05/2009	06/12/2008	21/06/2009	09/08/2009
13/09/2009	19/09/2009	31/05/2009	06/06/2009	13/12/2008	28/06/2009	16/08/2009
20/09/2009	26/09/2009	07/06/2009	13/06/2009	20/12/2008	05/07/2009	23/08/2009
27/09/2009	03/10/2009	14/06/2009	20/06/2009	27/12/2008	12/07/2009	30/08/2009
04/10/2009	10/10/2009	21/06/2009	27/06/2009	03/01/2009	19/07/2009	06/09/2009
11/10/2009	17/10/2009	28/06/2009	04/07/2009	10/01/2009	26/07/2009	13/09/2009
18/10/2009	24/10/2009	05/07/2009	11/07/2009	17/01/2009	02/08/2009	20/09/2009
25/10/2009	31/10/2009	12/07/2009	18/07/2009	24/01/2009	09/08/2009	27/09/2009
01/11/2009	07/11/2009	19/07/2009	25/07/2009	31/01/2009	16/08/2009	04/10/2009
08/11/2009	14/11/2009	26/07/2009	01/08/2009	07/02/2009	23/08/2009	11/10/2009
15/11/2009	21/11/2009	02/08/2009	08/08/2009	14/02/2009	30/08/2009	18/10/2009
22/11/2009	28/11/2009	09/08/2009	15/08/2009	21/02/2009	06/09/2009	25/10/2009
29/11/2009	05/12/2009	16/08/2009	22/08/2009	28/02/2009	13/09/2009	01/11/2009
06/12/2009	12/12/2009	23/08/2009	29/08/2009	07/03/2009	20/09/2009	08/11/2009
13/12/2009	19/12/2009	30/08/2009	05/09/2009	14/03/2009	27/09/2009	15/11/2009
20/12/2009	26/12/2009	06/09/2009	12/09/2009	21/03/2009	04/10/2009	22/11/2009
27/12/2009	02/01/2010	13/09/2009	19/09/2009	28/03/2009	11/10/2009	29/11/2009
03/01/2010	09/01/2010	20/09/2009	26/09/2009	04/04/2009	18/10/2009	06/12/2009
10/01/2010	16/01/2010	27/09/2009	03/10/2009	11/04/2009	25/10/2009	13/12/2009
17/01/2010	23/01/2010	04/10/2009	10/10/2009	18/04/2009	01/11/2009	20/12/2009
24/01/2010	30/01/2010	11/10/2009	17/10/2009	25/04/2009	08/11/2009	27/12/2009
31/01/2010	06/02/2010	18/10/2009	24/10/2009	02/05/2009	15/11/2009	03/01/2010
07/02/2010	13/02/2010	25/10/2009	31/10/2009	09/05/2009	22/11/2009	10/01/2010
14/02/2010	20/02/2010	01/11/2009	07/11/2009	16/05/2009	29/11/2009	17/01/2010
21/02/2010	27/02/2010	08/11/2009	14/11/2009	23/05/2009	06/12/2009	24/01/2010
28/02/2010	06/03/2010	15/11/2009	21/11/2009	30/05/2009	13/12/2009	31/01/2010
07/03/2010	13/03/2010	22/11/2009	28/11/2009	06/06/2009	20/12/2009	07/02/2010
14/03/2010	20/03/2010	29/11/2009	05/12/2009	13/06/2009	27/12/2009	14/02/2010
21/03/2010	27/03/2010	06/12/2009	12/12/2009	20/06/2009	03/01/2010	21/02/2010
28/03/2010	03/04/2010	13/12/2009	19/12/2009	27/06/2009	10/01/2010	28/02/2010
04/04/2010	10/04/2010	20/12/2009	26/12/2009	04/07/2009	17/01/2010	07/03/2010
11/04/2010	17/04/2010	27/12/2009	02/01/2010	11/07/2009	24/01/2010	14/03/2010
18/04/2010	24/04/2010	03/01/2010	09/01/2010	18/07/2009	31/01/2010	21/03/2010
25/04/2010	01/05/2010	10/01/2010	16/01/2010	25/07/2009	07/02/2010	28/03/2010
02/05/2010	08/05/2010	17/01/2010	23/01/2010	01/08/2009	14/02/2010	04/04/2010
09/05/2010	15/05/2010	24/01/2010	30/01/2010	08/08/2009	21/02/2010	11/04/2010
16/05/2010	22/05/2010	31/01/2010	06/02/2010	15/08/2009	28/02/2010	18/04/2010
23/05/2010	29/05/2010	07/02/2010	13/02/2010	22/08/2009	07/03/2010	25/04/2010
30/05/2010	05/06/2010	14/02/2010	20/02/2010	29/08/2009	14/03/2010	02/05/2010
06/06/2010	12/06/2010	21/02/2010	27/02/2010	05/09/2009	21/03/2010	09/05/2010
13/06/2010	19/06/2010	28/02/2010	06/03/2010	12/09/2009	28/03/2010	16/05/2010

Week Baby Due		Start of 15th week before the week baby due		Latest Start date with Current Employer	Start of 11th week before the week baby due	Start of 4th week before the week baby due
20/06/2010	26/06/2010	07/03/2010	13/03/2010	19/09/2009	04/04/2010	23/05/2010
27/06/2010	03/07/2010	14/03/2010	20/03/2010	26/09/2009	11/04/2010	30/05/2010
04/07/2010	10/07/2010	21/03/2010	27/03/2010	03/10/2009	18/04/2010	06/06/2010
11/07/2010	17/07/2010	28/03/2010	03/04/2010	10/10/2009	25/04/2010	13/06/2010
18/07/2010	24/07/2010	04/04/2010	10/04/2010	17/10/2009	02/05/2010	20/06/2010
25/07/2010	31/07/2010	11/04/2010	17/04/2010	24/10/2009	09/05/2010	27/06/2010
01/08/2010	07/08/2010	18/04/2010	24/04/2010	31/10/2009	16/05/2010	04/07/2010
08/08/2010	14/08/2010	25/04/2010	01/05/2010	07/11/2009	23/05/2010	11/07/2010
15/08/2010	21/08/2010	02/05/2010	08/05/2010	14/11/2009	30/05/2010	18/07/2010
22/08/2010	28/08/2010	09/05/2010	15/05/2010	21/11/2009	06/06/2010	25/07/2010
29/08/2010	04/09/2010	16/05/2010	22/05/2010	28/11/2009	13/06/2010	01/08/2010
05/09/2010	11/09/2010	23/05/2010	29/05/2010	05/12/2009	20/06/2010	08/08/2010
12/09/2010	18/09/2010	30/05/2010	05/06/2010	12/12/2009	27/06/2010	15/08/2010
19/09/2010	25/09/2010	06/06/2010	12/06/2010	19/12/2009	04/07/2010	22/08/2010
26/09/2010	02/10/2010	13/06/2010	19/06/2010	26/12/2009	11/07/2010	29/08/2010
03/10/2010	09/10/2010	20/06/2010	26/06/2010	02/01/2010	18/07/2010	05/09/2010
10/10/2010	16/10/2010	27/06/2010	03/07/2010	09/01/2010	25/07/2010	12/09/2010
17/10/2010	23/10/2010	04/07/2010	10/07/2010	16/01/2010	01/08/2010	19/09/2010
24/10/2010	30/10/2010	11/07/2010	17/07/2010	23/01/2010	08/08/2010	26/09/2010
31/10/2010	06/11/2010	18/07/2010	24/07/2010	30/01/2010	15/08/2010	03/10/2010
07/11/2010	13/11/2010	25/07/2010	31/07/2010	06/02/2010	22/08/2010	10/10/2010
14/11/2010	20/11/2010	01/08/2010	07/08/2010	13/02/2010	29/08/2010	17/10/2010
21/11/2010	27/11/2010	08/08/2010	14/08/2010	20/02/2010	05/09/2010	24/10/2010
28/11/2010	04/12/2010	15/08/2010	21/08/2010	27/02/2010	12/09/2010	31/10/2010
05/12/2010	11/12/2010	22/08/2010	28/08/2010	06/03/2010	19/09/2010	07/11/2010
12/12/2010	18/12/2010	29/08/2010	04/09/2010	13/03/2010	26/09/2010	14/11/2010
19/12/2010	25/12/2010	05/09/2010	11/09/2010	20/03/2010	03/10/2010	21/11/2010
26/12/2010	01/01/2011	12/09/2010	18/09/2010	27/03/2010	10/10/2010	28/11/2010
02/01/2011	08/01/2011	19/09/2010	25/09/2010	03/04/2010	17/10/2010	05/12/2010
09/01/2011	15/01/2011	26/09/2010	02/10/2010	10/04/2010	24/10/2010	12/12/2010
16/01/2011	22/01/2011	03/10/2010	09/10/2010	17/04/2010	31/10/2010	19/12/2010
23/01/2011	29/01/2011	10/10/2010	16/10/2010	24/04/2010	07/11/2010	26/12/2010
30/01/2011	05/02/2011	17/10/2010	23/10/2010	01/05/2010	14/11/2010	02/01/2011
06/02/2011	12/02/2011	24/10/2010	30/10/2010	08/05/2010	21/11/2010	09/01/2011
13/02/2011	19/02/2011	31/10/2010	06/11/2010	15/05/2010	28/11/2010	16/01/2011
20/02/2011	26/02/2011	07/11/2010	13/11/2010	22/05/2010	05/12/2010	23/01/2011
27/02/2011	05/03/2011	14/11/2010	20/11/2010	29/05/2010	12/12/2010	30/01/2011
06/03/2011	12/03/2011	21/11/2010	27/11/2010	05/06/2010	19/12/2010	06/02/2011
13/03/2011	19/03/2011	28/11/2010	04/12/2010	12/06/2010	26/12/2010	13/02/2011
20/03/2011	26/03/2011	05/12/2010	11/12/2010	19/06/2010	02/01/2011	20/02/2011
27/03/2011	02/04/2011	12/12/2010	18/12/2010	26/06/2010	09/01/2011	27/02/2011
03/04/2011	09/04/2011	19/12/2010	25/12/2010	03/07/2010	16/01/2011	06/03/2011
10/04/2011	16/04/2011	26/12/2010	01/01/2011	10/07/2010	23/01/2011	13/03/2011
17/04/2011	23/04/2011	02/01/2011	08/01/2011	17/07/2010	30/01/2011	20/03/2011
24/04/2011	30/04/2011	09/01/2011	15/01/2011	24/07/2010	06/02/2011	27/03/2011

PAY & EMPLOYMENT RIGHTS SERVICE

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Wednesday: 10am to 4pm

Thursday: 10am to 4pm

Friday: 10am to 1pm

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