Notify HR and Head of School/Unit about pregnancy

Forward Maternity Leave Application Form to HR Form available from HR and on web page www.st-andrews.ac.uk/hr/policies

Forward MATB1 form to HR as soon as possible

What do I qualify for?

Less than 26 weeks service at the 15th week before the Expected Week of Childbirth

Entitled to 52 weeks Maternity Leave, not entitled to University Scheme, not entitled to Statutory Maternity Pay. May be entitled to Maternity Allowance from the Department of Work and Pensions.

Salaries Office will forward SMP1 form

More than 26 weeks service at the 15th week before the Expected Week of Childbirth - Returning to work

Entitled to University Scheme 16 weeks full pay followed by 23 weeks at £138.18 (or 90% of weekly salary if less than £138.18 per week).

Entitled to 52 weeks maternity leave in total

10 weeks prior to return
Human Resources will send letter confirming return to work date

More than 26 weeks service at the 15th week before the Expected Week of Childbirth - Not Returning to Work

Entitled to Statutory Maternity Pay
6 weeks at 90% of weekly salary
33 weeks at £138.18 (or 90% of weekly salary if less than £138.18 per week)