

## Members' Library Service Request Form

Date of Document	26/06/12
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Document Title	SNCT/JS/38 Maternity Leave Calculations

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Additional information:

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Designation	HR Manager - Operations
Date	28/06/12

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**SNCT/JS/38**

26 June 2012

Dear Colleague

**Maternity Leave Calculations**

The SNCT has considered further the calculation of maternity leave.

The maximum paid annual leave which can accrue in any leave year is 40 days.

The leave entitlement which accrues during maternity leave is simply the number of days of annual leave missed whilst on maternity leave. The accrued annual leave should be taken upon return to work in the current leave year or where appropriate carried forward into the next leave year in accordance with Part 2, Section 7, Paragraphs 7.25 and 7.26 in the Handbook. The arrangements will be discussed and agreed with the Headteacher.

Where the accrual of annual leave during maternity leave is calculated on the basis of 0.2051 of a day for each day worked, the total accrued leave will be adjusted, either credit or debit, to reflect the actual annual leave days already taken in the leave year, in order that the total annual leave entitlement over the leave year equates to the entitlement of 40 days.

This advice supersedes previous advice on calculations of maternity leave.

Yours sincerely

Tom Young (Employer's Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

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