

Maternity Leave: Example of Annual Leave Accrual

Employee X is a full-time member of staff on an open-ended contract taking 12 months maternity leave.

Employee X has 14 days remaining in their annual leave balance when starting maternity leave on 1 July 2020.

Employee X intends to return to work on 1 July 2021 and will continue to work full-time (please note that a reduction in hours upon your return will affect your annual leave balance).

Breakdown of annual leave:

Remaining days carried over from 2021	14 days
Public holidays and additional annual leave days that fell during maternity period	9 public holidays, plus 3 additional annual leave days
Opening balance 2022	28
Total bookable balance 2022	54 days

Managing your annual leave:

1. Employee X may decide to end their maternity leave early to avoid some or all of the unpaid stage of maternity leave. If they switch to annual leave then they will return to full pay for a period, before physically returning to work.

For example: Employee X could end their maternity leave 8 weeks early by taking 40 days annual leave. They will then return to work on 1 July 2021 as planned, with 14 days annual leave left in her balance.

2. Employee X could use annual leave to ease back into full-time working gradually.

For example: Working 2 days and using 3 days annual leave per week for 5 weeks and then working 3 days and using 2 days annual leave per week for 5 weeks.

3. A combination of 1 & 2.

Please ensure that you agree with your line manager how you intend to use your annual leave prior to returning to work.