

Statutory Payments

Team responsible for Policy	Customer Care Team
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Classification	Internal

Statutory Maternity Pay (SMP)

Am I eligible for SMP?

To claim Statutory Maternity Pay (SMP) the following requirements must be met:

- Be employed by PayStream continuously for at least 41 weeks before the expected week of childbirth
- Have notified PayStream of the following at least 15 weeks before the baby is expected
 - the date on which the baby is due
 - the date you want to start maternity leave (this can be changed giving at least 28 days' notice)
- Have sent in your MATB1 and given at least 28 days' notice (prior to the due date) of the day you wish to start your maternity leave. Failure to comply within this notice period may lead to a delay in Maternity Payments.
- Be employed by PayStream up to the date of birth
- Earn at least £125 a week (before tax)

What documents are needed to assess my SMP claim?

In order to assess if you are eligible for Statutory Maternity Pay we will need an original copy of a MATB1 form. A MATB1 form can be obtained from your midwife approximately 20 weeks into the pregnancy. We will also need to be notified of the date you wish to start your maternity leave.

What/when can I claim?

- Maternity Pay can be claimed up to 39 weeks
- Your Maternity Pay can be paid up to 11 weeks before your baby's due week but only if you have ceased work
- Maternity must be taken consecutively and cannot be taken in conjunction with any other payment e.g. work outside of KIT days, holiday, SSP etc.

What happens next?

After assessing your SMP claim you will be either eligible or non-eligible.

Non-eligible: If you are not entitled to SMP pay we will fill out an SMP1 form which you may use to claim support from alternative sources e.g. Maternity allowance from your local Jobcentre Plus office. Information on maternity allowance can be viewed at: <https://www.gov.uk/maternity-allowance/overview>.

Eligible: If you are eligible for SMP it will be paid at 90% of your average weekly earnings for the first 6 weeks. For the remaining 33 weeks you will be paid at either £187.18 per week (subject to change) or 90% of your average weekly earnings (you will be paid at whichever is the lowest amount).

Please be aware that SMP is subject to Tax and National Insurance.

What if I do not wish to take my maternity leave or wish to change the amount of weeks?

If you no longer wish to take your maternity leave or wish to change the start date or the end date you will need to send an email to mail@paystream.co.uk informing PayStream of this change 1 week before payment is due to be paid. This will help prevent any overpayments.

Please Note: You must take 2 weeks' leave after your baby is born (or 4 weeks if you work in a factory).

What happens if my baby is born early?

Please send an email to mail@paystream.co.uk informing PayStream of the date of birth and we will advise next steps

What happens in the case of a miscarriage or death of the child?

Maternity pay can still be claimed if the baby is:

- Stillborn from 24 weeks of pregnancy.
- Born alive at any point of the pregnancy.

Can I claim holiday leave/pay when I am on SMP?

Yes, however it will affect the statutory leave payments you are receiving, as you cannot be on more than one type of statutory leave at the same time. If you are on the advanced holiday pay model, you can take holiday leave but this will cause a break in your SMP pay and you will need to be re-assessed. If you are on the accrued holiday pay model, again you can take holiday leave and claim holiday pay, but this will cause a break in your SMP pay and you will need to be re-assessed. If you are in receipt of SHPP, you can insert periods of annual leave in between blocks of shared parental leave.

Statutory Adoption Leave pay:

As an employee of PayStream, you may be entitled to statutory adoption leave pay, providing you are eligible. This is assessed on a case-by-case basis and information on this can be viewed at:

<https://www.gov.uk/adoption-pay-leave>.

If you wish to see if you are eligible for statutory adoption leave pay, then please contact our Customer Care department on 0161 929 6000 (option 2) or at customer.care@paystream.co.uk.

Statutory Shared Parental Leave pay:

As an employee of PayStream you may be entitled to statutory shared parental leave pay, providing you are eligible. This is assessed on a case-by-case basis and information on this can be viewed at:

<https://www.gov.uk/shared-parental-leave-and-pay>.

If you wish to see if you are eligible for statutory shared parental leave pay then please contact our Customer Care department on 0161 929 6000 (option 2) or at customer.care@paystream.co.uk.

Statutory Neonatal Care Leave pay:

As an employee of PayStream you may be entitled to statutory Neonatal Care leave pay, providing you are eligible. This is assessed on a case-by-case basis and information on this can be viewed at:

<https://www.gov.uk/neonatal-care-pay-leave>

If you wish to see if you are eligible for statutory Neonatal Care leave pay then please contact our Customer Care department on 0161 929 6000 (option 2) or at customer.care@paystream.co.uk.