

7 October 2026

Dear Tamsin Whitby,

Thank you for telling us about your pregnancy in your email dated 9 September 2026.

Maternity leave start and return dates

You told us you want to start your maternity leave on 4 December 2026.

You're entitled to 52 weeks' statutory maternity leave.

Your contract also gives you enhanced maternity leave of 13 weeks.

If you take your full entitlement, your return-to-work date will be 3 December 2027.

If you want to take less than your full maternity leave entitlement, please let us know. By law, you must take at least 2 weeks' off after your baby is born.

Changing your maternity leave start and return dates

If you want to change the date you start your maternity leave, you must give us at least 28 days' notice.

If you want to change the date you return from maternity leave, you must give us at least 8 weeks' notice.

If your maternity leave is triggered early

If your baby arrives early your maternity leave will automatically start the date after your baby is born. If this happens, please let us know as soon as possible.

Your maternity leave will automatically start after the first day of absence if:

- you're off work with pregnancy-related illness at any time in the 4 weeks before the week your baby is due
- you're on maternity suspension in the 4 weeks before the week your baby is due

If your maternity leave is triggered early, we will tell you your new return to work date within 28 days.

Antenatal appointments

You have the right to a reasonable amount of paid time off for pregnancy-related appointments.

After your first appointment, you must provide an appointment card or other evidence of your appointments if we ask for it.

Holiday entitlement

You will still build up your usual holiday entitlement while you're on maternity leave.

You cannot use holiday entitlement while you're on maternity leave. But you can arrange to use your holiday before or after maternity leave.

You should speak to Priya Nair as early as possible about how to use your holiday entitlement, including any you build up while on maternity leave.

Keeping in touch days

You can work for up to 10 days during your maternity leave to help you stay in touch with Calder Valley Optical Ltd. These are called 'keeping touch (KIT) days'.

You should speak to Dev Mistry to arrange any keeping in touch days.

If you have any questions about anything in this letter, please get in touch.

Yours sincerely,

Joanne Wick