



# APPLICATION FOR UNION BENEFIT

**IMPORTANT: See overleaf for instructions/guidance**

**I declare that I am/have been absent from work due to the following reason/Benefit which you are applying for:**

**Maternity/Adoption/Shared Parental Leave\*** ☐

Enhanced Scale Only

**Paternity\*** ☐

Enhanced Scale Only

**Remission\*\*** ☐

## Members Details

Membership Number: .....

Name: .....

Address: .....

Post Code: .....

**Members Signature:** .....

Telephone Number: .....

Email Address: .....

Employer Name: .....

Workplace Address: .....

National Insurance No: .....

**Date:** .....

## Maternity/Adoption<sup>1</sup>

First date absent: .....

Date of child's birth: .....

Return to work date: .....

Adoption Date: (if applicable) .....

## Paternity<sup>1</sup>

First date absent: .....

Date of child's birth: .....

Return to work date: .....

## Shared Parental Leave<sup>2</sup>

Date of when partner starts SPL: .....

Date of when partner ends SPL: .....

## Remission\*\*

First date absent: .....

Date returned to work: .....

Evidence that you are in receipt of less than half salary/pay must be included for the duration of the benefit claim to claim Remission benefit.

## YOUR BANK DETAILS FOR THE PAYMENT OF YOUR BENEFIT

Direct Credit is the electronic funds transfer service offered by all the major banks and building societies. These payments are sometimes referred to as automated credits, credit transfers or BACs payments. Direct Credit allows money to be transferred directly from one bank account to another, and guarantees arrival on the date specified.

Bank name: .....

Account name: .....

Bank address: .....

Account number: 

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Postcode: .....

Sort code: 

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**MEMBERS SHOULD NOTE:** You must pay **FULL CONTRIBUTIONS** when in receipt of benefit. **ALL** benefits have qualifying conditions.

**\*MATERNITY IS NOT PAYABLE FOR THE FIRST 7 DAYS OF ABSENCE. PATERNITY BENEFIT IS PAYABLE FROM THE FIRST DAY OF ABSENCE.**

**\*\* Claimable if you are still employed but absent from work due to ill health/injury or maternity/adoption leave and are on less than half pay. Not payable for the first 7 days. Remission benefit allows you to pay 50p per week for your Unite membership. Members claiming incapacity, Maternity/Adoption or Paternity benefits must wait until their claim is complete before claiming Remission benefit. Proof of absence and that you are in receipt of less than half salary is required.**

**FULL DETAILS ARE AVAILABLE UPON REQUEST FROM YOUR NEAREST OFFICE.**

# Guidance Notes

All benefits have terms and conditions. The guidance notes below are to help you complete the form and are not terms and conditions.

## Maternity/Adoption and Shared Parental Leave

- A. Members must have been on an Enhanced membership rate (Enhanced Full Time, Enhanced Part Time or Low Pay Enhanced) for 26 weeks prior to their absence from work and also pay an Enhanced Membership rate for the duration of their Maternity/Adoption claim. Members on any other membership rate are unable to claim Maternity/Adoption benefit but may be able to claim Remission. Please see Remission details below.
- B. Maternity/Adoption benefit is only payable to Enhanced members who are absent from work due to being on maternity or adoption leave and their absence exceeds 7 calendar days.
- C. The new rate of £15 per week (£3 a day) is payable for absences on or after 1st September 2016. Any claim for an absence prior to this date will be at £12.80 per week (£2.56 per day). Members can only claim up to 10 weeks Maternity/Adoption Benefit in a rolling year.
- D. Enhanced Part Time members claiming Maternity/Adoption benefit will be paid at 50% the rates listed above.

### Footnotes from the form overleaf:

- <sup>1</sup> Please include a copy of Birth Certificate and a letter from your employer stating the start and end date of your maternity leave. If you are claiming maternity benefit because you have recently adopted, proof of adoption will also be required. Please note that a birth certificate will not always be required for Adoption claims.
- <sup>2</sup> From 1st April 2016 a member can claim the full 10 week Maternity benefit entitlement if they alone or in conjunction with their spouse taking shared parental leave are off work for the 10 week period. In either event, as now, the member must pay full subscriptions during the period for which the benefit is claimed. For the avoidance of doubt, only the mother can claim maternity leave and the benefit of the shared parental leave provisions above (if the mother takes less than 10 weeks off for maternity leave and their spouse/partner takes shared parental leave which at least makes up the balance of the 10 weeks; accordingly, in all circumstances, the mother (or the person deemed to be the mother in case of adoption) must be a Unite member.

## Paternity Benefit

- A. Members must have been on an Enhanced membership rate (Enhanced Full Time, Enhanced Part Time or Low Pay Enhanced) for 26 weeks prior to their absence from work and also pay an Enhanced Membership rate for the duration of their Paternity claim. Members on any other membership rate are unable to claim Paternity benefit but may be able to claim Remission. Please see Remission details below.
- B. Members can claim Paternity benefit if they are the biological father of the child or the mother's husband or partner. A member wishing to claim Paternity benefit must provide proof of childbirth to the Union.
- C. The new rate of £15 per week (£3 a day) is payable for absences on or after 1st September 2016. Any claim for an absence prior to this date will be at £12.80 per week (£2.56 per day). Members can only claim up to 2 weeks Paternity benefit and this benefit is payable from the first day of absence.

### Footnotes from the form overleaf:

- <sup>1</sup> Please include a copy of Birth Certificate and a letter from your employer stating the start and end date of your paternity leave (or holiday absence if taken instead of paternity leave). If you are claiming paternity benefit because you have recently adopted, proof of Adoption will also be required. Please note that a birth certificate will not always be required for Adoption claims.

## Remission Benefit

- A. Members who are still employed but absent from work due to ill health, injury or maternity and are on less than half salary can claim remission benefit.
- B. Remission allows you to pay membership subscriptions at 50p per week. This can be done in two ways, retrospectively or in advance. To claim retrospectively complete the dates on the form in which you were absent from work and received less than half salary. You may be able to receive the difference between what you paid and 50p per week. Evidence for loss of salary could be your payslips or a letter from your employer explaining your reduction in salary but it must show this loss for the whole period of your claim. To claim in advance we can reduce your subscriptions to 50p a week or £2.17 a month if you provide evidence from the doctor/sick notes that you will be absent to a set date in the future and evidence from your employer that you will not be earning more than half pay in that period. Once this period has been completed you will return to your previous membership rate unless you inform us that you wish to change to another rate.
- C. If you are claiming Incapacity, Maternity or Paternity benefits you cannot claim remission at the same time. Once you have exhausted your entitlement or finished your claim for the other benefit you can start reducing your membership subscriptions by claiming Remission benefit.
- D. Remission is available to any member who pays a Basic, Enhanced or Apprentice rate.
- E. If you are now unemployed please contact your local office to discuss joining the Back to Work, Community or Retired Member Plus rates.