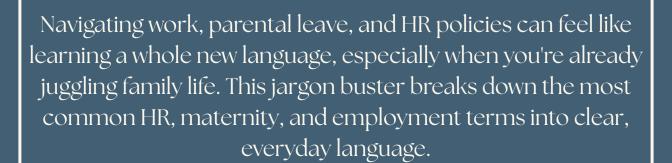


HR Jargon Buster:

→ Simple definitions for complex workplace terms



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Top Tip: Keep this resource handy when filling in forms, reading contracts or attending meetings.

Read our blog posts here!

TERM / ACRONYM	MEANING	
SMP	Statutory Maternity Pay – Government mandated pay you may receive while on maternity leave	
OML	Occupational Maternity Pay – Enhanced maternity pay that is offered by some employers on top of SMP	
MATB1	A certificate from your midwife/GP confirming your due date, this is needed to apply for maternity leave/pay	
OML	Ordinary Maternity Leave – The first 26 weeks of maternity leave	
AML	Additional Maternity Leave – The second 26 weeks (weeks 27–52) of maternity leave	
SPL	Shared Parental Leave – A type of leave that lets parents share up to 50 weeks of leave and 37 weeks of pay after birth/adoption	
SSPP	Statutory Shared Parental Pay – The government pay provided during Shared Parental Leave	
SAP	Statutory Adoption Pay – The equivalent of maternity pay for people adopting a child	
PL	Paternity Leave – 1 or 2 weeks of leave for the partner after the baby is born	
SPP	Statutory Paternity Pay – The weekly pay you may receive while on paternity leave	

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Top Tip: If you come across unfamiliar words in emails, letters, or policies - use this guide or simply ask HR to explain.

You're entitled to understand what's being said.

TERM / ACRONYM	MEANING	
KIT	Keeping in Touch Days – Up to 10 days you can work during maternity/adoption leave without ending your leave (also can help top up your SMP/unpaid leave)	
SPLIT	Shared Parental Leave In Touch Days – Up to 20 workdays allowed during shared parental leave	
PARENTAL LEAVE	Unpaid time off (up to 18 weeks per child) available to working parents	
STATUTORY LEAVE	Minimum leave set by law, like maternity, paternity, or parental leave	
QUALIFYING WEEK	The 15th week before your baby is due, this is key for triggering your eligibility for leave and pay (We have a free calculator on our website that will give you your date)	
CONTINUOUS SERVICE	The amount of time you've worked for an employer without a break, this is used to assess eligibility for many rights including parental leave	
REASONABLE ADJUSTMENTS	Changes an employer must consider for employees with health or pregnancy related needs	
FLEXIBLE WORKING	A legal right to request a change to your working pattern (e.g. hours or location)	
FWR	Flexible Working Request – The formal name for requesting flexible working	

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Top Tip: use this guide as a base, but always check how it applies to you specifically.

TERM / ACRONYM	MEANING	
EMPLOTYEE HANDBOOK	A guide issued by employers that includes policies (including leave policies)	
HR	Human Resources – The team responsible for managing all aspects of the employee lifecycle, from recruitment and onboarding to training, development, and eventual departure. (and much, much more)	
ACAS	Advisory, Conciliation and Arbitration Service – Offers free advice on employment rights	
DWP	Department for Work and Pensions – Government body responsible for welfare and benefits	
GOV.UK	The UK Government's official website for public services and information	
TAX FREE CHILDCARE	A government scheme that pays up to £2,000 per child per year towards childcare costs	
UNIVERSAL CREDIT	A monthly payment from the government to help with living costs, which can include child support	
CHILD BENEFIT	A government payment for parents/guardians raising a child under 16 or 20 if in education	
HICBC	High-Income Child Benefit Charge – Tax you may pay if one parent earns over £60,000 and claims child benefit.	
EARLY YEARS ENTITLEMENT	Government funded childcare hours for 2, 3 and 4-year-olds in England (soon to be from 9 months old, starting Sept 2025)	
EYFS	Early Years Foundation Stage – The standards for learning, development and care of children under 5	





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Notes



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This free resource was created to support working parents with clear, no-jargon guidance. If it's helped you, you can say thanks or support our future tools and resources via Ko-fi: ko-fi.com/babybreakandbeyond