



HR Jargon Buster:

Simple definitions for complex workplace terms

Navigating work, parental leave, and HR policies can feel like learning a whole new language, especially when you're already juggling family life. This jargon buster breaks down the most common HR, maternity, and employment terms into clear, everyday language.

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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

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

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

TERM / ACRONYM	MEANING
EMPLOYEE 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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Thank you for being here!