

<b>MATERNITY</b>	
<b>VERSION No</b>	2
<b>REVIEWED BY</b>	Mariana Philipova
<b>NUMBER OF PAGES</b>	2



### The Policy

*It is the policy of this organisation to provide maternity benefits which comply fully with the law on maternity rights. The policy applies to all female members of staff and aims to inform them of their entitlement to contractual and statutory maternity rights, and to ensure that those rights are understood. The policy was written to comply with all relevant employment law regarding maternity, including the Working Time Regulations.*

**Maternity Leave Entitlement:** In this organisation the following policy applies.

- ☞ Maternity leave for all employees is for a period of 52 weeks regardless of how long they have worked for the organisation.
- ☞ An employee must, wherever possible, give notice in writing of their intended date of starting maternity leave, at least 15 weeks before the expected week of confinement. The member of staff must inform the organisation:
  - ✓ That she is pregnant
  - ✓ The week her baby is expected to be born
  - ✓ When she wants her maternity leave to start.
- ☞ Employees must provide medical evidence of the EWC in the form of a maternity certificate (MATB1) obtained from their GP or midwife.
- ☞ If an employee is absent with a pregnancy related illness during the six weeks prior to the expected week of confinement, maternity leave will start automatically from the date of absence.
- ☞ If the baby is born prematurely, i.e. before maternity leave has started, maternity leave will commence on the day the baby was born.
- ☞ An employee may not return to work within two weeks of giving birth. This is a requirement of health and safety legislation. Employees returning to work at the end of their maternity leave need give no prior notice of their return.
- ☞ An employee who intends to return to work at the end of her full maternity leave entitlement is not required to give any further notification to the organisation. An employee wishing to return early from maternity leave should give eight weeks' advance notice in writing.
- ☞ During the maternity leave period an employee can agree with her employer to work for up to 10 "keeping in touch" days without losing her right to statutory maternity pay or bringing the maternity leave period to an end. Employers are not, however, obliged to offer such days, nor is the employee obliged to agree to accept such work.

**Payments during Maternity Leave:** In this organisation:

- ☞ Maternity pay (SMP) for employees is paid for 39 weeks as follows:
  - ⚠ Six weeks at 90% of employee's average salary, based on last three months' pay (the Earnings Related Rate)
  - ⚠ 33 weeks paid at the set Government rate (the Lower Rate SMP)
- ☞ A Mat B1 form signed by doctor or midwife giving the expected week of confinement must be given to the employer before any SMP can be paid.

**Risk Assessments:** In this organisation risk assessments of working environments will be routinely carried out in order to be able to protect the safety of mother and child for any member of staff who may become pregnant. Should her working environment or her duties pose a threat to her health and safety, her duties will be modified or alternative work of a suitable nature will

be found for her. Should this not be possible she will be suspended from work on full pay on medical grounds.

**Antenatal Appointments:** In this organisation a member of staff will be entitled to time off with pay in order to attend antenatal appointments, which may include classes. The relevant manager may require her to produce an appointments card from her clinic.

**Benefits during Maternity Leave:** In this organisation during the maternity leave period (paid and unpaid) the contract of employment continues in force. All terms and conditions of employment continue with the exception of stipend or salary. Continuity of service is maintained, and any standard incremental progression which may take place during the maternity leave period (paid or unpaid) will be implemented. Employees on ordinary or additional maternity leave are entitled to all non-pay benefits provided as if they are still working, e.g. accrued holiday entitlement, private health care, Christmas bonus, etc.

*Related Policies*

*Paternity Right*

*Recruitment and Selection*

*Risk Assessment*