

FAMILY POLICIES: MATERNITY LEAVE AND PAY POLICY

1. Policy Statement

1.1. All pregnant employees have certain entitlements before and after the birth of their baby. Some of the entitlements depend on length of service; others are a statutory right which are not dependent on how long they have been employed. This guide is divided into three sections:

- During Pregnancy, which covers time off for antenatal visits and health and safety.
- Maternity Leave and Maternity Pay, which explains the Students' Guild' scheme and statutory maternity pay, amounts and regulations together with some general points.
- Returning to Work, which provides the employee with some of the options available to them when they return to work

1.2. This policy does not form part of any employee's contract of employment and may be amended at any time.

2. Scope

2.1. Irrespective of how long they have worked for the Guild the employee may take a maximum of 12 months. To qualify for the leave and the pay they must remain in employment until the 11th week before the week in which their baby is due (EWC – the expected week of confinement).

2.2. If they are unsure or need guidance regarding this policy the employee is encouraged to seek advice from HR and Payroll Services.

3. During pregnancy

3.1. Health and Safety: As soon as they know that they are pregnant the employee should inform their line manager, and HR and Payroll Services, who will arrange for a Risk Assessment to be carried out. It is important that their area and type of work, contacts that they have, or chemicals with which they may be working are assessed in the interests of their health and safety and that of their unborn child.

3.2. Antenatal Classes: The employee is entitled to have paid time off to keep appointments for antenatal care, including reasonable time for relaxation or parent craft classes. Please try, whenever possible, to arrange appointments at times which cause the minimum disruption to work or other work colleagues. If their manager requests it, they should provide a certificate confirming their pregnancy, their appointment card, or some other documentary evidence, other than for their first

appointment.

4. Maternity leave and Maternity Pay

4.1. Maternity Leave notification:

4.2. The employee must provide HR and Payroll Services with a maternity certificate MATB1 (usually issued by their midwife 14 weeks before the EWC) stating the expected date of childbirth.

4.3. They must also formally notify the HR and Payroll Services in writing their intention to take Maternity Leave by the end of the 15th week before EWC (i.e. when they are 25 weeks pregnant). In the letter they should:

- Confirm that they are pregnant.
- State the week their baby is due.
- Say when they want their Maternity Leave to start (in order to qualify for maternity leave and pay). They will be able to change their mind about the date they want their leave to start providing they inform HR and Payroll Services, in writing, at least 28 days in advance.

4.4. HR and Payroll Services will respond within 28 days of receipt of their notification of their leave plans and confirm the date they are expected to return if they take their full entitlement to 12 months maternity leave.

4.5. Date of birth:

4.6. If their baby is born before the date of their intended start of maternity leave their period of actual maternity leave will automatically start on the date of the birth.

4.7. If the employee is off sick with a pregnancy related illness their maternity leave period starts automatically on the first day of absence following the beginning of the fourth week before EWC (when they are 36 weeks pregnant).

4.8. Their maternity pay commences on the Sunday after the commencement of maternity leave or the birth of their baby.

4.9. Maternity pay eligibility

Length of Service Required to qualify:	Maternity Pay during the maternity leave period:
Less than 26 weeks up to the 'qualifying week' (QW) - the 15th week before the expected week of childbirth	The employee should contact the Department of Work and Pensions (DWP) as soon as possible. They may be eligible for Maternity Allowance (MA)
More than 26 weeks ending with the QW but less than 52 weeks ending with the week the baby is due (EWC)	Below Lower Earnings Limit: The employee should contact the DWP as soon as possible. They may be eligible for MA.
	Above Lower Earnings Limit: The employee will be entitled to SMP: 6 weeks x 90% of average weekly wage then 33 weeks at standard rate SMP, or 90% of average weekly pay whichever is the least.

<p>52 weeks ending with EWC and earnings above LEL</p>	<p>The employee will be eligible for Guild Maternity Pay (GMP) 8 weeks full pay inclusive of Statutory Maternity Pay then 16 weeks half pay plus SMP (unless in any week half pay + SMP exceeds full pay, in which case they will continue to receive GMP at full pay including SMP). Plus 15 weeks flat rate SMP If they are employed on a fixed term contract, their employment and payment of GMP will end on the expiry date of the fixed term contract, although SMP will continue to be paid if eligible.</p>
<p>52 weeks ending with EWC and earnings below LEL</p>	<p>The employee will be eligible for GMP 8 weeks full pay (less deductions for benefits paid by DWP) then 16 weeks half pay (subject to maximum of full pay when combined with payments from DWP) + 15 weeks benefits from DWP if eligible.</p>