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1. Introduction

- 1.1 It is the policy of <<Company>> to ensure that, as far as possible, employees can combine their career and family responsibilities. The Company recognizes that parenthood brings additional responsibilities. The Company values the contributions of our female staff, and every effort is made to support them to return to work from Maternity Leave.
- 1.2 This Maternity Policy sets out the rights and responsibilities of employees who are recently given birth. The Company implements the maternity legislation.
- 1.3 The following abbreviations are used in this Maternity Policy:
- 1.3.1 EWC – Expected Week of Commencement, means the week starting on a Sunday, in which the employee or midwife expects her to give birth.
- 1.3.2 QW – Qualifying Week, means the week before the EWC.
- 1.4 The employee and her partner may be eligible for Shared Parental Leave (SPL). This allows employees more flexibility to share the available leave and Employees must give at least 8 weeks' notice to opt in on maternity leave for at least two weeks after the birth. For more information, see the Shared Parental Leave policy.
- 1.5 This policy only applies to permanent employees. It does not apply to agency workers or self-employed contractors. This policy does not form part of employees' contracts of employment and the Company may amend it at any time.

2. Time off for Antenatal Care

- 2.1 Once an employee has notified her manager that she is pregnant, she is entitled to take reasonable time off to attend antenatal appointments made on the advice of a health professional or health visitor. Antenatal care may include relaxation techniques, exercise, and other services.
- 2.2 This right applies irrespective of the employee's service.
- 2.3 Employees have the right to be accompanied by a company a pregnant woman to up to two antenatal care appointments. If the employee is the father of the baby, or the partner of the pregnant woman, he has no right to be paid for this time off. Employees will be paid for six and a half hours for each appointment.

3. Entitlement

All employees are entitled to ordinary maternity leave, consisting of 26 weeks' ordinary maternity leave (OML) and 13 weeks' additional maternity leave (AML).

4. Notification of Pregnancy

- 4.1 On becoming pregnant, the employee must notify her line manager as soon as she feels able to do so, but no later than 15 weeks before the expected date of birth, because there are health and safety considerations for the Company. A health and safety risk assessment will be carried out to eliminate risk.
- 4.2 By the end of the 15 weeks before the expected date of birth, the employee must provide the following information in writing to the Company:
 - 4.2.1 that she is pregnant;
 - 4.2.2 her Expected Date of Birth (EDB) (or Estimated Week of Completion (EWC));
 - 4.2.3 the date on which she intends to start her maternity leave.
- 4.3 The employee must provide a MAT B1 form to her line manager with a MAT B1 form. The form must have either the midwife's name and address or the midwife's name and address. The MAT B1 form confirms the employee's EWC.

5. Maternity Leave

- 5.1 All pregnant employees are entitled to a maximum of 26 weeks' Ordinary Maternity Leave ("OML") and 13 weeks' Additional Maternity Leave ("AML"), making a total of 39 weeks' leave.
- 5.2 Maternity leave should start no earlier than 11 weeks before the EWC, unless the employee notifies the Company before that date.
- 5.3 Maternity leave will start on the earliest of:
 - 5.3.1 The employee's EWC;
 - 5.3.2 The day after the employee's last day of work; or
 - 5.3.3 The day after the employee's last day of work if the employee is absent for a period of 11 weeks before the EWC.
- 5.4 The employee is permitted to start her maternity leave start date, provided she advises the Company of her intended start date at least 28 days before the new start date or, if that is not possible, as reasonably practicable. The employee may also start her maternity leave start date, provided she advises the Company of her intended start date at least 28 days before the original proposed start date or, if that is not possible, as reasonably practicable.
- 5.5 The Company will discuss the employee's notification of her leave plans with the employee to determine the date on which she is expected to return to work and her entitlement to maternity leave.
- 5.6 Shortly before the start of the employee's maternity leave, the Company will discuss the employee's leave plans with the employee to determine the date on which she is expected to return to work and her entitlement to maternity leave. As far as possible, the employee's leave plans will be finalised in consultation with the employee. If the employee is returning to her, she will be involved

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in all decisions relating to her maternity leave. The employer shall allow the employee to remain on leave for the duration of her maternity leave.

- 5.7 The law obliges all employers to grant a minimum of two weeks' compulsory maternity leave [OR for self-employed workers] immediately after the birth of the child.

6. Maternity Pay

- 6.1 For 39 weeks of the employee's maternity leave, she will receive Statutory Maternity Pay (SMP) of 90% of her average earnings per week, up to the lower earnings limit set by the government.

- 6.2 The first six weeks of SMP are paid at a rate set by the government.

- 6.3 [Give details of Company Policy]

7. Rights during Maternity Leave

- 7.1 The employee will retain all of the rights conferred by her contract of employment, except for the right to remuneration.

- 7.2 The employee will:

- 7.2.1 Retain the right to redundancy pay, access to pension schemes and the employer's implied obligation of good faith and any other benefits.

- 7.2.2 Remain bound by the terms of her contract of employment, including any express term of confidentiality or non-disclosure of confidential information, in any business.

- 7.3 As stated above, the employee's contract of employment remains in force during OML and Annual Leave. Therefore, both SMP and entitlement continue to accrue in the normal way during the leave period.

- 7.4 Prior to the commencement of her maternity leave, the employee will discuss the timing of her return to work and her forthcoming holiday entitlement with her line manager.

- 7.4.1 require the employer to pay her outstanding holiday entitlement at the end of her maternity leave; or

- 7.4.2 agree that the employee will carry forward the holiday entitlement to her return to work; or

- 7.4.3 pay the employee her outstanding holiday entitlement as if the employee were still working. This applies to holiday entitlement in excess of the minimum.

- 7.4.4 On the employee's return to work during the next holiday year, the employer will pay her annual leave entitlement in the

supporting arrangements to cover her maternity leave. The employer shall discuss opportunities for the employee to remain on leave for the duration of her maternity leave.

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[Applicable].

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usual Company's annual leave policy.

7.5 If the employee is a member of the pension scheme, the Company shall make pension contributions on behalf of the employee. Any period of paid AML, based on the employee's normal basic rate of pay, will be based on the employee's normal basic rate of pay. Any employee contributions will be based on the employee's normal basic rate of pay. The employee is receiving unless the employee informs the Company's HR Manager>> that she wishes to make up the shortfall.

7.6 Employees may be required to work for the Company (or attend training) for up to 10 days without that work bringing to an end their maternity leave. These days are known as 'keeping in touch' (KIT) days. The Company may require employees to carry out any work and employees may be required to undertake any work during maternity leave. Employees will be paid their normal basic rate of pay for time spent working during maternity leave and this will be inclusive of any maternity pay entitlement.

7.7 The Company will maintain reasonable contact with the employee during maternity leave.

8. Stillbirth and Miscarriage

8.1 Employees who experience a miscarriage before 24 weeks of pregnancy will be entitled to paid maternity leave. The Company appreciates that employees may need to take time off in these circumstances and this leave, during which the Company's Sickness Absence Policy will not apply.

8.2 If an employee experiences a stillbirth after 24 weeks of pregnancy, the employee's maternity leave and pay is unaffected and the employee is still entitled to paid maternity leave. Parental bereavement leave is also available for employees who experience a stillbirth. Please see the separate Parental Bereavement Leave Policy.

9. Returning to Work after Maternity Leave

9.1 Employees are expected to return to work on the expected return date unless they are advised otherwise. Employees who wish to return to work early must give the Company at least eight weeks' notice. Employees who wish to return to work on a later date may be able to do so if they request a return to work date, which will be at the Company's discretion. Employees who do not wish to return to work should give notice of their decision in writing at the end of their period of employment.

9.2 On return to work, an employee will be entitled to return to the job in which she was employed before her absence on terms and conditions not less favourable than which would have applied if she had not been absent.

9.3 The Company will endeavour to return an employee to the same job or, if it is not possible, to provide that, to a job which is both suitable for the employee and to do in the circumstances. The terms and conditions of employment will be the same as would have been applied if the employee had not been absent.

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9.4 Employees may change their hours or other working arrangements on return from leave. Employees should make a request under the Flexible Working Policy.

10. Shared Parental Leave

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10.1 Employees may be eligible to opt into the Shared Parental Leave (SPL) which gives employees the flexibility to share the leave with their partner for up to 50 weeks in the first year after the baby's birth. Employees' partners should also be eligible to share the leave if they are eligible.

10.2 Employees must give at least eight weeks' written notice to end their Shared Parental Leave (SPL). Notice can be given before or after the birth, but must be given before the end of the maternity leave period. Employees on maternity leave until at least two weeks before the birth should then be able to share any remaining leave with their partner.

This policy has been approved by:

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Signature of:

Name:

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Position:

e.g. Human Resources Manager>>>

Date:

Signature:

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