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1. Post-Maternity Leave (alternative)

- 1.1 The opportunities for flexible working are limited but we recognise that employees may be interested in reducing their working hours for a while after Maternity Leave. We will make every effort to accommodate such requests. Flexible working arrangements include flexible work arrangements and other forms of flexible work arrangements which ensure that the employee's duties can still be effectively carried out.
- 1.2 [Where the demand on the business is such that full-time cover, for example because of a heavy workload, then it may still be possible for two suitable employees to carry out the duties on a job-share basis in accordance with statutory requirements and consider whether to accept them. Employees who change to part-time working will be offered appropriately adjusted contracts of employment and their continuity of employment will be preserved.]
- 1.3 Where a job-share arrangement is not acceptable to the job-sharers' line manager cannot implement the arrangement, the employee will nevertheless be encouraged to return to full-time work and will be offered a job-share in a suitable post as soon as possible.]
- 1.4 If an employee wishes to return to part time or other flexible working arrangements, she should discuss her proposals with her line manager setting out her proposals as soon as possible. Requests will be considered. Please refer to the flexible working policy for details of how to apply for flexible working arrangements.

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2. [Delayed return from Maternity Leave (alternative clause)]

- 2.1 Employees who do not wish to return to full-time work after Maternity Leave for a period of <<number of Months or Years>> may request a career break for a period of <<number of Months or Years>> duration.
- 2.2 To assist the Company to manage the employee's workload, appropriate arrangements to cover the employee's workload should be requested to give as much notice as possible if they wish to return to full-time work or request a career break.
- 2.3 Details of these schemes are available on request.]

prefer to postpone a return from full-time work after Maternity Leave for a period of <<number of Months or Years>> may request a career break for a period of <<number of Months or Years>> duration.

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Details of these schemes are available on request.]

3. [Breast feeding (optional alternative clause)]

- 3.1 Employees who are breastfeeding their child have the right to be supported in their breastfeeding activities.
- 3.2 The Company is delighted to offer the maximum possible support and facilities to employees who have recently given birth have the right to be supported in their breastfeeding activities.

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order to assist with mothers. Employee

des a dedicated rest room for new to:

3.2.1 rest when th

3.2.2 breastfeed o facilities for b

s - sterilising equipment, heating rator are provided; and

3.2.3 express milk

3.3 The rest room is lo only for these purp wish to use it will b position e.g. HR Ma

and is a private room to be used nally locked and employees who on request from <<name or state

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4. Meetings with the Comp

4.1 Preliminary Meeting

4.1.1 As soon as we will arra Line Manag which will be

g the Company of her pregnancy, ehen the employee and <<e.g. her nformal interview, the purpose of

4.1.2 She has bee AML, and pa

nds her rights regarding OML and e appropriate notice.

4.1.3 She is aware

ay for OML and AML.

4.1.4 She is given

s any health and safety concerns.

4.1.5 [She will be Workplace F

any's "New and Expectant Mother

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4.2 [Subsequent Meetin

4.2.1 The Compa significant p employee's r

o one year away from work is a erefore aims to ensure that an nity leave is as easy as possible.

4.2.2 At least << employee is meeting with for discussio These includ

ss than 2 weeks>> before the she will be invited for an informal in order to provide an opportunity s concerning her return to work.

4.2.3 Updating he

rk.

4.2.4 Considering of staleness ensure that disadvantag

needs have arisen either because er developments. It is our aim to ty Leave does not put her at a her training needs.

4.2.5 Providing he be considere

indicating whether she wishes to

4.2.6 [Considering for taking a c

to avail herself of the opportunity

4.2.7 The interview any necessa

ppportunity to discuss and explain ges to the employee's work.]

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5. Returning to Work (altern

5.1 Before going on
employee of the c
takes her full entit
return on that date

Company will have advised the
expected to return to work if she
L. The employee is expected to
company otherwise.

5.2 If the employee w
date, she must give
early return.

earlier than the expected return
eight weeks' notice of her date of

5.3 If the employee dec
must give notice of
contract.

at after maternity leave, she
e with the terms of her

5.4 [On the employee's
start time and rep
who will be respon
<<state position e.g

she should arrive at her normal
ate position e.g. line manager>>,
any housekeeping matters. The
o:

5.4.1 arrange a ca
which have t

te the employee on developments
ce;

5.4.2 discuss the a

er of work back to the employee;

5.4.3 discuss any

they will be addressed.

5.4.4 Over the e
employee's v

period e.g. one month>>), the
over to her on a gradual basis.]

5.5 [The Company w
employee's request
order to enable the
However, the emp
period>> of her re
individual basis, tak

able effort to accommodate an
work following maternity leave in
ck into work on a gradual basis.
returned to work within <<state
request will be dealt with on an
pany's business needs.]

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