

As an employee, I will:

- Notify my manager that I am pregnant as soon as possible, to protect my health and safety at work and to help my manager with giving me any necessary information and support.
- Keep my manager up to date with plans and any changes which might affect me and my work.
- Let my manager know when I will be absent to attend antenatal appointments and provide proof of these appointments if required.
- Let my manager know the date I will start my maternity leave, at least 28 days in advance, using the form provided.
- Take a minimum of two weeks' compulsory maternity leave following childbirth.
- Provide a copy of my MATB1 certificate to my manager as soon as possible.
- Let my manager know when I will be returning to work, giving at least 21 days' notice if this will be before my 52 weeks' maternity leave entitlement ends.
- Talk to my manager at the earliest opportunity if I am considering a flexible working request.
- Give the required contractual notice if I decide not to return to work after maternity leave.

As a manager, I will:

- Undertake risk assessments and make adjustments to the role if necessary.
- Explore whether there is the option to undertake KIT days.
- Establish an agreed level and type of contact to take place during maternity leave.
- Keep employees up to date with any major developments that could affect them or their job.
- Prepare for and support employees returning to work and re-induct them to their job and workplace.
- Make employees aware of the support mechanisms available to them, including the Confidential Staff Welfare and Counselling service.

As an employer, we will:

- Be available to discuss your rights and entitlements.
- Give you paid time off to attend antenatal appointments.
- Write to you within 28 days of receiving your form to confirm the leave and pay you are entitled to and your expected return date.
- Advise you that if you are absent because of a pregnancy related illness at the start of the fourth week before the EWC, your maternity leave will automatically start.
- Ensure that your pay is updated to reflect your entitlement.
- Write to you about any implications for your occupational pension scheme.
- Notify you of any repayments required if you don't return to work for at least three months after your maternity leave ends.

What leave and pay am I entitled to?

To be eligible for Statutory Maternity Pay (SMP)* you must:

- Earn an amount at least equivalent to the Lower Earnings Limit (LEL)*;
- give the correct notice;
- provide proof that you are pregnant (i.e. a MATB1 certificate).

*The current rates are given in the Allowances, Expenses and Statutory Rates document.

Maternity Leave (all employees)

- 52 weeks (26 weeks' Ordinary and 26 weeks' Additional Maternity Leave)
- Starts no earlier than 11 weeks before the EWC
- If birth occurs before maternity leave period, maternity leave starts the day after the birth

Maternity Pay

A.
I have at least one year's continuous service at the 11th week before the EWC:

Weeks 1 – 6	90% of pay
Weeks 7 – 18	Half pay** + SMP
Weeks 19 – 39	SMP
Weeks 40 – 52	Unpaid

B.
I have less than one year's continuous service at the 11th week before the EWC, but at least **26 weeks' service continuing into the 'qualifying week'**:

Weeks 1 – 6	90% of pay
Weeks 7 – 39	SMP
Weeks 40 – 52	Unpaid

C.
I don't meet the criteria at A. or B.

You may be eligible for Maternity Allowance. The payroll section will write to you with details of how to claim

** If you state in writing you intend to return to work and remain employed for at least three months following your return.

Glossary

EWC	Expected Week of Childbirth
Childbirth	The live birth of a child, or stillbirth after pregnancy lasting at least 24 weeks
MAT B1	A form issued to expectant parents to verify their pregnancy and confirm the EWC
SMP	Statutory Maternity Pay: a weekly payment for women on maternity leave
LEL	Lower Earnings Limit: allows employees to qualify for certain state benefits
Maternity Allowance	Paid by the Department of Work and Pensions, not by the employer
Qualifying week	The 15 th week (Sunday to Saturday) before the EWC.
KIT days	'Keeping in Touch' days. Up to 10 KIT days may be worked

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