



## **12.9 Maternity Policy**

### **1.1 Introduction**

This policy sets out the assistance provided to employees who are expecting a baby. This policy ensures that no employee will be treated less favourably or dismissed for any reason connected with her pregnancy or maternity leave. The rights and obligations set out in this policy apply to full-time and part-time employees.

### **1.2 Definitions**

The following definitions are used throughout this policy:

- OML Ordinary Maternity Leave
- AML Additional Maternity Leave
- SMP Statutory Maternity Pay
- MA Maternity Allowance
- EWC Expected Week of Childbirth
- MATB1 Certificate from a medical professional confirming your pregnancy
- KIT Days Keeping in Touch Days
- KIT Days Keeping in Touch Days

## **2. Policy Details**

### **2.1 How to Inform Checkendon Preschool**

Notify your manager that you are pregnant - this notification must be given earlier than the 15th week before the EWC, but as soon as possible would be advised to allow for Risk Assessments to take place..

Once you have received your MATB1 you should complete a Maternity Leave form and return to your manager.

- The date of your EWC
- The date you intend to start OML (no earlier than 11 weeks before your EWC).

- It would also be helpful if you could state whether you intend to take AML and to return to work afterwards.

The start of Ordinary Maternity Leave may be changed, provided that you give 28 days' notice before the date originally notified, or the new date, whichever is the earlier, or if that is not practical, as soon as you are able to do so.

Note: You and your partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP). For further information please refer to government guidance [www.gov.uk](http://www.gov.uk) [Shared Parental Leave and Pay: How it works - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/shared-parental-leave-and-pay-how-it-works)

## **2.2 Health and Safety**

It is important that if an employee is a New or Expectant Mother they provide written notification (e.g. E-mail) to their manager, as early as possible, to protect their health and that of their child's. Confidentiality of the employee will be respected.

The New or Expectant Mother should complete a pregnancy risk assessment in partnership with either their Manager. The Manager should discuss the pregnancy risk assessment and agree any adjustments that may be required. If the Manager is not informed then they cannot make the adjustments and provide appropriate support for the employee's pregnancy as needed

## **2.3 Antenatal Care**

Irrespective of service, you are entitled to take reasonable time off from work for antenatal appointments with your midwife, doctor or consultant. Such time off will be on full pay. After the first appointment, you should provide your manager with an appointment card each time you request time off work.

## **2.4 Types of Maternity Leave**

### **2.4.1 Compulsory maternity leave**

By law, you are not allowed to work for 2 weeks following the date of birth of your baby. This applies to all work.

### **2.4.2 Ordinary maternity leave (OML)**

You may take up to 26 weeks OML irrespective of your length of service or hours worked.

### **2.4.3 Additional maternity leave (AML)**

You may take up to a further 26 weeks AML on top of the 26 weeks OML period. AML starts the day after OML finishes. This effectively gives you a maximum of 52 weeks Maternity Leave, commencing on the date Maternity Leave starts.

## 2.5 Maternity Pay

Maternity Pay replaces salary for the period of Maternity Leave and is subject to statutory deductions in respect of Income Tax and National Insurance.

### 2.5.1 Statutory maternity pay (SMP)

If you have 26 weeks' continuous service by the 15th week before your EWC, you earn enough to pay National Insurance contributions, and have satisfied the notification conditions above, then you are entitled to receive:

- Weeks 1 – 6 SMP at the rate of 90% of your average weekly earnings
- Weeks 7 – 39 Standard rate SMP
- Weeks 40 – 52 No pay

### 2.5.2 Maternity Allowance (MA)

If you have less than 26 weeks' continuous service at the 15th week before the EWC, or if the Company no longer employs you in that week, you are not entitled to SMP.

If you are not eligible for SMP, you may be entitled to Maternity Allowance (MA). MA may be paid for a period of up to 39 weeks. You should contact your local Benefits Agency for further information.

## 3. Return to work

### 3.1 Change your date for returning to work

You must give your employer at least 8 weeks' notice if you want to change your return to work date.

Approved.....: (Chair of CIO signature)

Adopted on ..... Review Date .....

# 1 MATERNITY LEAVE FORM

Please use this form to inform us of your Expected Week of Childbirth (EWC) and the dates that you intend to take Maternity Leave. To qualify for leave, you must inform us no later than the end of the 15th week before your EWC as detailed on your MATB1 certificate.

## 1.1 Employee Details

**Name:**

.....

**Expected week of  
childbirth :**

.....

**Personal Email Address:**

.....

**Maternity leave start date:**

.....

**Maternity leave end date:**

.....

**NOTE - I confirm that I have spoken to my manager and notified them of my pregnancy and completed a pregnancy risk assessment for my role.**

**Employee Signature:**

**Date:**

.....

**Manager Signature:**

**Date:**

.....

## What to Do Next

If you have received your MATB1 Form, please provide this along with your completed form to your manager. You should keep the original for your own reference.