

# Maternity leave policy

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## Version history

This policy was formerly part of the Work and Parents Policy, which was:

- First approved by Finance & Human Resources Committee 08.10.02
- Update approved by Finance & Human Resources Committee 11.06.03
- Updated March 2004 following consultation with the unions
- Updated October 2006 to incorporate the Work & Families Act 2006 (effective 1 October 2006)
- Updated August 2008 to clarify the position regarding statutory and occupational annual leave entitlements during maternity leave (Section 5.1 in maternity leave section). 4.1.6, 5.3.2 and 5.6.4 in maternity leave section also updated. Updates also reflected in Adoption policy.
- Updated October 2008 - update to Section 1; update titles under H&S Section; clarification on the calculation for statutory maternity pay; update to 5.1.1; update to 5.3.2; and update to titles under 5.6.4. Updates also reflected in Adoption policy.
- Updated March 2009 to reflect the proposed increase in statutory annual leave from April 2009 and sections 3.1 and 3.8 of the Parental leave section (18 weeks for each disabled child)
- Updated July 2009 to include additional text under section 5.1
- Updated August 2010 – update to Appendix 1 regarding continuous service
- Updated February 2011 (Maternity policy Section 4.2.9 and Paternity Leave Policy section 2.3)

This separate Maternity Leave Policy was finalised in June 2013 following consultation with the unions.

December 2014: Minor updates to reflect Shared parental leave legislation

November 2016: terminology updates

January 2018: terminology updates

April 2019: updated to ensure inclusive and gender neutral

May 2019: Reviewed by Stonewall

July 2019: minor updating

September 2019: Moorgate removed from Appendix 2

September 2019: Occupational maternity pay increased to 26 weeks full pay

June 2021: Added Section 9

July 2021: Policy updates agreed with our recognised trade unions

May 2022: Updated to improve gender neutrality and inclusivity; to reflect the full spectrum of identities; and to clarify EWC

July 2022: updates approved by SLT

October 2022: Additional Maternity Leave (Neonatal) added following SLT approval and clarification provided on carried over leave.

October 2023: Terminology updated to be more inclusive

October 2023: SLT approved changes implemented to increase occupational maternity pay to 52 weeks full pay and reduce qualifying period from one year to 26 weeks in line with statutory maternity pay qualification period

April 2024: Updated to incorporate the Protection from Redundancy (Pregnancy and Family Leave) Act 2023 (SLT approved 5.3.24)

April 2025: Updated to incorporate the new HR system

25 June 2025: Approved by the VC on the recommendation of the SLT

# Maternity policy

## 1. Introduction

This policy outlines maternity leave and pay entitlements, which consist of:

- Time off for antenatal care;
- Maternity leave; and
- Maternity pay provisions.

It incorporates the statutory maternity rights as approved by the Work and Families Act 2006 and the Additional Paternity Leave Regulations 2010.

This policy applies to all members of staff, regardless of their gender or the gender of their partner, is inclusive of couples, regardless of gender and is intended to be gender neutral.

Birth parents/first parents<sup>1</sup> are advised to read this policy in conjunction with the Shared parental leave policy.

## 2. Health and safety

There is protection for pregnant staff or staff who have given birth in the last six months or who are breast-feeding. This protection starts as soon as the University is informed that the member of staff is pregnant and staff are therefore encouraged to notify their manager as soon as possible that they are pregnant; are breastfeeding; or have given birth within the previous six months, so that any relevant health and safety issues can be addressed.

Once notified in writing, line managers must undertake a risk assessment in accordance with the guidance provided by Health and Safety Office. The line manager must then review the findings of the assessment and inform the Dean/Director, who is then responsible for ensuring that all new and expectant parents<sup>2</sup> are aware of any potential risks highlighted by the assessment.

If an assessment reveals a risk in certain work areas or processes, the Dean/Director must take steps to remove the risk or prevent exposure to it. If it proves impossible to remove the risk, the Dean/Director must ensure that suitable alternative employment is sought, in consultation with the member of staff. If no risks are identified, the line manager should undertake periodic monitoring to ensure that this remains the case.

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to provide suitable rest facilities for new or expectant birth

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<sup>1</sup> This includes parents regardless of gender and is intended to be gender neutral and inclusive

<sup>2</sup> An employee who is pregnant, or who has given birth within the previous six months.

parents/first parents. The designated first aid rooms can be used for this purpose; their locations are listed in Appendix 2. These rooms may also be used by staff who need to express milk or to breastfeed their child (subject to the provisions of the Admission of Children to University Premises Policy).

### **3. Ante natal care**

All pregnant members of staff, regardless of length of service, are entitled to reasonable time off (paid at their normal rate of pay) to attend appointments for antenatal care. Antenatal care may include relaxation and parent-craft classes as well as medical examinations. Staff are expected to arrange such appointments at the beginning or at the end of the day wherever possible and to inform their line managers at the earliest opportunity. Expectant partners are entitled to unpaid time off to attend two ante natal appointments. Requests from expectant partners to take annual leave to attend ante natal appointments should be granted as far as possible, provided that there is no adverse effect on the School/Department's operations.

### **4 Maternity leave and maternity pay**

A summary table of maternity leave and pay entitlements is attached as Appendix 1 of this policy. The table needs to be read in conjunction with the more detailed explanations of entitlements below.

There are two types of maternity leave and maternity pay: occupational and statutory.

Occupational maternity entitlements (entitlements provided by the University) will apply to all members of staff with 26 weeks continuous service with the University by the 15<sup>th</sup> week prior to the EWC. although to qualify for Occupational Maternity Pay, the member of staff will need to meet the eligibility requirements for Statutory Maternity Pay.

Continuous previous service with the relevant institutions will count for this purpose<sup>3</sup>. The occupational maternity entitlements incorporate and enhance maternity rights provided by law (statutory maternity rights).

When determining continuous service any break between periods of employment which exceeds one week (Sunday to Saturday will normally be deemed as a break in continuity of service. Where breaks of greater than one week are, as a result of temporary cessation in work brought about by the University e.g. vacation periods, in accordance with the relevant legislative provisions continuity of service would not normally be broken.

In the event where, in particular circumstances, current statutory entitlements prove to be more generous than occupational entitlements, then statutory entitlements will prevail.

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<sup>3</sup> Please refer to Appendix 1 for further details on continuous service

## **4.1 Maternity leave entitlements**

### **4.1.1 Compulsory maternity leave (CML)**

The first two weeks after the member of staff has given birth is compulsory maternity leave (CML) during which they will not be legally permitted to work. This is part of the 52 week period of ordinary maternity leave referred to in paragraph 4.1.2.

### **4.1.2 Ordinary maternity leave (OrML)**

All pregnant staff, regardless of length of service, are entitled to 52 weeks' Ordinary Maternity Leave (OrML). The member of staff may choose to commence OrML from the 11th week prior to the expected week of childbirth (EWC<sup>4</sup>) – the earliest time that OrML can start, and from any time during the period from the 11th week prior to the beginning of the EWC. Maternity leave can begin on any day of the week.

A member of staff's maternity leave will start automatically if they are absent from work for a pregnancy related reason (including pregnancy related illness) during the four weeks before the start of their EWC, regardless of when they have said they wants their maternity leave to start (see 4.1.4)

OrML cannot begin later than the beginning of the EWC.

### **4.1.3 Occupational Maternity Leave (OML)**

Pregnant staff who have completed 26 weeks' continuous service with the University by the 15th week prior to the EWC will be entitled to remain on maternity leave until one year after the date of their child's birth, regardless of when their maternity leave started.

### **4.1.4 How to apply for maternity leave**

Members of staff requesting maternity leave are required to produce medical confirmation of their EWC. This will normally be a form MATB1 (Maternity Certificate) which is available from their doctor or midwife and will be issued from the 20th week before the EWC onwards.

A pregnant member of staff will be required to notify the University of their intention to take maternity leave no later than the end of the 15th week before their EWC. They will need to inform their line manager and their

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<sup>4</sup> [The qualifying week is the 15th week \(Sunday to Saturday\) before the week the baby is due](https://www.gov.uk/guidance/statutory-maternity-pay-manually-calculate-your-employees-payments#terminology-explained)  
(<https://www.gov.uk/guidance/statutory-maternity-pay-manually-calculate-your-employees-payments#terminology-explained>)

Human Resources contact Officer of (a) the fact that they are pregnant; (b) the week their baby is expected to be born and (c) when they would like their maternity leave to start.

A member of staff will be able to change their mind about when they want to start their maternity leave, providing they inform their line manager (copying in their HR contact), at least 28 days in advance, confirming their revised date for starting maternity leave (unless this is not reasonably practicable).

Human Resources will normally respond to the member of staff's notification of their maternity leave plans, in writing, within 28 days, setting out the date on which they will be expected to return to work if they take their full entitlement to maternity leave.

#### **4.1.5 Compulsory start of maternity leave**

A member of staff who has reached the fourth week prior to the EWC, and who is ill for a wholly or partly pregnancy related reason, must commence their maternity leave period on the day immediately following the start of their sickness absence, even if they had not intended to start their maternity leave until a later date. If a member of staff gives birth prior to the date that their maternity leave was due to start, their maternity leave will commence on the day following the birth of their child.

#### **4.1.6 Notice of return to work after maternity leave**

The School/Department will assume, unless the member of staff has advised them of an earlier return date before their maternity leave commences, that they will return to work immediately following the last day of their entitlement to additional maternity leave, as notified to them (paragraph 4.1.3 refers).

A member of staff on maternity leave who intends to return to work before the end of their entitlement to additional maternity leave will need to give their line manager (copying in their HR contact) at least, 8 weeks' notice of the date on which they wish to return to work. The School/Department may postpone a member of staff's return for up to 8 weeks from notification of return, if they give less than 8 weeks' notice of their early return to work and will advise the member of staff accordingly.

## **4.2 Maternity pay entitlements**

4.2.1 Entitlement to pay during maternity leave is based on the member of staff's length of continuous service, as set out in this policy, and payment is dependent on the member of staff giving proper advance notification and submitting medical confirmation of the EWC to their line manager, copying in their HR contact (in accordance with paragraph 4.1.4). Maternity pay is subject to the same types of pay deductions as normal salary payments and is paid via the payroll. It is not payable for any weeks in which the member of staff does any paid work, other than agreed 'Keeping in touch' days (paragraph 5.5 refers), either with the University or with another employer that they were not already employed by, during the qualifying week i.e. the 15th week prior to the EWC.

4.2.2 Maternity pay will start on the same date that maternity leave commences.

4.2.3 There are two types of maternity pay: statutory maternity pay (SMP) and occupational (University) maternity pay, which is inclusive of statutory maternity pay.

### **4.2.4 Statutory maternity pay**

Statutory maternity pay applies to members of staff who have 26 weeks' continuous service\* by the 15th week prior to the EWC (this is called the Qualifying Week).

To be eligible for statutory maternity pay, the member of staff must:

- a) meet the above service requirements;
- b) be employed by the University as at the qualifying week;
- c) have a salary equal to or higher than the minimum earnings limit; and
- d) be paying full national insurance (NI) contributions.

4.2.5 A member of staff employed by the University at the qualifying week (paragraph 4.2.4 refers), and who meets the qualifying requirements for statutory maternity pay, will be eligible to claim statutory maternity pay from the University even if they have left the University's employment, unless they commence work for another employer.

Members of staff eligible for statutory maternity pay will receive:



- a) 39 weeks SMP.  
SMP will be paid at the current statutory SMP rate (or at 9/10ths of basic salary if the member of staff's average weekly earnings is less than the current statutory rate).

#### 4.2.6 **Occupational maternity pay**

The University's occupational maternity pay is more generous than statutory maternity pay and applies to members of staff who have at least 26 weeks' continuous service\* by the 15th week prior to the EWC, are currently employed by the University, and who are also eligible for statutory maternity pay. Occupational maternity pay is subject to the same types of pay deductions as normal salary payments.

Members of staff eligible for occupational maternity pay will receive 52 weeks full basic salary (inclusive of 39 weeks SMP).

- 4.2.7 Occupational maternity pay ceases to be payable when a member of staff returns to work (not including 'keeping in touch' days, referred to in paragraph 5.5) or commences employment with another employer. The member of staff is obliged to inform the Dean/Director if they are commencing employment with another employer and is bound by the terms of their contract of employment to give due notice of resignation to the Dean/Director if they are not returning to work after maternity leave.

- 4.2.8 In the case of members of staff with irregular earnings, such as Associate Lecturers, or casual members of staff, HR will assess each member of staff's entitlement to statutory or occupational maternity pay, based on their continuity of service with the University. Any entitlement to statutory maternity pay will be calculated on the basis of the member of staff's average weekly earnings in accordance with applicable statutory provisions. The online HMRC statutory maternity pay calculator will be used to calculate whether the member of staff is entitled to statutory maternity pay. It will not normally be possible to give the member of staff an estimate of maternity pay, until the time when the MATB1 certificate is received and the date of commencement of maternity leave is known. If the member of staff is not entitled to either OMP or SMP, the member of staff will be informed of Maternity Allowance details.

#### **4.3 Members of staff not eligible for maternity pay from the University**

If a member of staff does not qualify for either occupational or statutory maternity pay, HR will complete a statement confirming that the member of staff is not eligible for statutory maternity pay and the reason why. The member of staff must take this statement to their local Jobcentre or Benefits Agency Office, who will assess their entitlement to maternity allowance. Maternity allowance is paid directly by the Benefits Office to the member of staff.

### **5. Additional Maternity Leave and Pay (Neonatal)**

- 5.1 We recognise the emotional and financial difficulties which may arise from premature births and situations where a newborn is immediately hospitalised after birth.
- 5.2 Employees who are entitled to maternity leave under this policy will also be entitled to an additional period of leave (neonatal leave) to add to the end of their maternity leave, if their baby is in hospital for at least seven days following birth.
- 5.3 Neonatal leave will be on full pay and will be equivalent to the number of days that the employee's baby has been in hospital immediately following birth, for at least seven days and up to a maximum of 12 weeks.
- 5.4 Neonatal leave will be taken immediately after the end of maternity leave before an employee returns to work and it cannot be taken in conjunction with any other type of parental leave or annual leave.
- 5.5 To help ensure we can arrange the additional leave, employees who are, or who expect to become eligible to take neonatal leave are asked to please notify their line manager as soon as possible after the birth of their baby to let them know. During their maternity leave, employees are then asked to confirm to their line manager how many weeks their baby was in hospital and give their line manager eight weeks' notice of when their maternity leave will end and when their additional maternity leave (neonatal) will start and end.
- 5.6 The member of staff is asked to please complete our Additional Maternity Leave form on the HR System
- 5.7 The general conditions set out in Section 6 and the terms and conditions set out in Section 7 also apply to additional maternity leave (neonatal).

## **6. General conditions**

### **6.1 Annual leave**

- 6.1.1 Normal contractual holiday entitlement will continue to accrue throughout the maternity leave period. In addition, members of staff on maternity leave are entitled to accrue a day off in lieu of any bank holidays and fixed University closure days, which fall during their maternity leave. In the case of fractional staff, this applies to bank holidays and fixed University closure days, which fall on the days on which they would have worked, had they not been on maternity leave.
- 6.1.2 If they wish to do so, members of staff may request to take any annual leave which they will accrue during their maternity leave period, in advance, before commencing maternity leave. Alternatively, they may take their remaining contractual annual leave immediately prior to their return to work, or after their return to work. Contractual annual leave must normally be taken within the leave year to which it applies but consideration can be given to carrying over annual leave if for example maternity leave commences close to the end of an annual leave year. To help avoid outstanding annual leave from the previous leave year being lost, we have extended the carry over leave provisions to allow accrued but untaken leave from the prior year to be taken directly after the end of your maternity leave. You should still request to take the annual leave at this time in the normal way, immediately following your maternity leave. Advance approval for leave should be requested in the usual way.
- 6.1.3 If a member of staff does not return to work following maternity leave, payment in lieu of untaken annual leave will be made to the member of staff. If the member of staff's employment ends during a period of maternity leave and they have, at that date, taken more annual leave than they have accrued, the University may recover any over payments made to the member of staff in respect of this.

### **6.2 Continuation of the contract of employment**

- 6.2.1 Maternity leave counts as continuous employment and will not affect the member of staff's continuous service with the University.
- 6.2.2 Apart from basic remuneration, all terms of the contract of employment continue throughout maternity leave. Staff will therefore be entitled to receive an annual increment

(where applicable) on their salary scale, in accordance with the terms of their contract of employment.

### **6.3 Pensions**

#### **6.3.1 Local Government Pension scheme (LGPS)**

Deductions in respect of the Local Government pension scheme are made until such time as a period of unpaid maternity leave commences. The period of reduced pay counts as full pensionable service. Members of staff have the option of electing to backdate contributions to cover the period of unpaid maternity leave (with the University paying the employer's contribution). Such an election must be made within 30 days of returning to work.

#### **6.3.2 Teachers' Pension scheme**

Deductions in respect of the Teachers' Pension Scheme are made until such time as a period of unpaid maternity leave commences. Periods of unpaid maternity leave do not count as pensionable service under this scheme. Staff have the option of purchasing additional pension to replace periods of non-pensionable service.

### **6.4 Contact during maternity leave**

Line managers and Deans of School/Directors of Department are entitled to make reasonable contact with a member of staff while they are on maternity leave. Managers may wish to make contact with a member of staff who is on maternity leave to discuss a range of issues, for example their plans for returning to work, or to keep them informed of important developments at the workplace, including relevant promotion opportunities or job vacancies that arise during their maternity leave.

### **6.5 Keeping in touch days**

Up to 10 optional 'keeping in touch' days are available to members of staff during their maternity leave to give them the chance to go to work, to undertake training and keep in touch without bringing the period of their maternity leave to an end. Such work may be undertaken at any time during maternity leave other than during the two weeks of compulsory maternity leave. The member of staff and their manager are advised to agree what work is to be done, whether it will be paid and, if so, how much the member of staff will be paid for it. 'keeping in touch' days are optional and there will therefore be no obligation on either the employer or the member of staff to make use of these days.

## **7. Terms and conditions on returning to work following maternity leave**

### **7.1 Time of return and notification**

When a member of staff has not indicated an anticipated date of return to work, the line manager will assume that it is the member of staff's intention to return to work at the end of their full entitlement of maternity leave (including additional maternity leave), which is outlined in their letter confirming their entitlements.

A member of staff who wants to return to work before the end of their full entitlement of maternity leave (including additional leave) will need to give their line manager at least 8 weeks' notice, in writing (copying in their HR contact), of the date on which they want to return to work. The School/Department may postpone a member of staff's return if they give less than 8 weeks' notice of their early return to work and will write to the member of staff to confirm this.

HR will write to the member of staff within 21 days of their return to work to confirm their return.

### **7.2 Terms and conditions**

Members of staff who return to work at the end of their period of ordinary maternity leave are entitled to return to the job in which they were employed under their original contract of employment and on terms and conditions which are not less favourable than those which would have been applicable to them if they had not been on maternity leave. For this purpose, 'job' means the nature of the work which they were employed to do and the capacity and the place in which they were so employed. Members of staff who return to work following additional maternity leave are entitled to return to the same job on the same terms and conditions of employment as if they had not been on maternity leave, unless there is a reason why it is not practicable for them to return to their old job, in which case they should be offered a similar job on terms and conditions which are not less favourable than their original job.

### **7.3 Return to work on reduced working hours**

If a member of staff wishes to return to work on a part time basis, they should make this request in accordance with the University's Flexible Working Policy and Procedure. If a member of staff does not consider that they meet the criteria detailed in the Flexible Working Policy they may put a request to return to work on a part-time basis in writing to the Dean of School/Director of Department and are advised to do so at least 8 weeks before the date on which they intend to return to work. The member of staff should

set out in writing the pattern of hours/days which they wish to work and how, in their view, it could be accommodated within the needs of the School/Department.

The Dean of School/Head of Department (or their nominated Deputy) will consider any request to alter working hours carefully, objectively and sensitively, in consultation with Human Resources. Requests to return to work on reduced hours will be dealt with expeditiously in line with the timescales provided in the Flexible working policy and the Dean of School/Head of Department (or their nominated deputy) will make every effort to arrive at a mutually suitable arrangement but this may take up to 8 weeks from the date of the request to finalise such an arrangement, particularly if they require external recruitment. Members of staff should bear this in mind when submitting such requests.

If the School/Department would suffer serious operational difficulties if a member of staff were to return to work on reduced working hours, the Dean of School/Director of Department (or their nominated deputy) will make every effort to find the member of staff alternative part time work in accordance with considerations outlined in 6.2, if this is possible.

It is at the Dean/Director's discretion whether to agree, at the time of return to work, that the member of staff's part-time working will be reviewed after a determined period of time, with a view to establishing whether the member of staff wishes to return to full-time work after the review period or wishes to remain part-time on a continuing basis. If the Dean/Director (or their nominated Deputy) is unable, at the time of the member of staff's return to work, to agree to such a review but agrees to the request to work part-time, they will discuss this with the member of staff and the member of staff will be advised that they will need to reduce their hours of work to part-time on an indefinite basis. However, this reduction in hours will not prevent them from applying to work additional hours in the future, where such hours are available.

#### **7.4 Right to improvements to terms and conditions on return to work**

A member of staff returning to work after maternity leave is entitled to benefit from any general improvements to their rate of pay or other terms and conditions introduced during their absence, as though they had not been on maternity leave (including incremental progression, cost of living increases etc).

## **8. Summary of the member of staff's obligations**

- 8.1 Evidence of antenatal appointments must be provided at the manager's request e.g. appointment letters.

- 8.2 Entitlement to maternity leave and pay is subject to medical confirmation (normally certificate MATB1) of the EWC.
- 8.3 The member of staff must notify their line manager (copying in their HR contact), of their intention to take maternity leave (including the week their baby is expected to be born and when they would like their maternity leave to start) no later than the end of the 15th week before the EWC, unless this is not reasonably practicable.
- 8.4 Members of staff will be expected to return to work upon expiry of their maternity leave. Staff intending to return to work prior to the expiry of their additional maternity leave must inform their line manager (copying in their HR contact) at least 8 weeks prior to returning to work.
- 8.5 Requests to return to work on reduced hours must be made in writing at least 8 weeks before the member of staff intends to return to work. Further details on this are provided in paragraph 6.3.
- 8.6 Members of staff are obliged to notify the Dean/Director if they start work for a new employer after childbirth, regardless of whether the maternity pay period has ended as this impacts upon the University's Statutory Maternity Pay liability. Members of staff are bound by the terms and conditions of their contract of employment to give due notice if they intend to resign from their employment with the University.

## **9. Redundancy**

### **9.1 Consultation**

If a member of staff who is on maternity leave is potentially at risk of redundancy, the Dean/Director (or their nominated Deputy) should contact the member of staff in person, to outline the proposals to them and inform them that they are potentially at risk of redundancy. A copy of the proposals should then be sent to the member of staff at their home address together with details of any group consultation meetings and an invitation to attend these meetings. The member of staff should be offered the opportunity to meet with or speak with a relevant manager on a one to one basis during the consultation process. Advice should be sought from Human Resources in such cases.

### **9.2 Offer of suitable alternative post**

- 9.2.1 If the member of staff is selected for redundancy following consultation and they have notified the University that they are pregnant; they are currently on maternity leave or neonatal leave; or they returned from

maternity leave within the last six months<sup>5</sup>, they are entitled to be offered a suitable alternative vacancy (where one is available) to start immediately after their existing employment ends. The alternative post must be suitable for the member of staff and appropriate in the circumstances. The capacity and place in which they are to be employed and the other terms and conditions of employment must be no less favourable to them than if they had continued to be employed in their old job. The member of staff on maternity leave is entitled to be offered this suitable alternative post in preference to any other member of staff who is similarly affected by the redundancy situation but is not currently pregnant; currently on maternity leave; or who returned from maternity/adoption/shared parental leave in the last six months<sup>6</sup>. If the member of staff is offered a new job they are entitled to a trial period in accordance with the Redeployment procedure, which should commence at the earliest practical date. This might be before their maternity leave if they have not commenced maternity leave; immediately after they return from maternity leave if they are currently on maternity leave; or on an agreed date if they returned from maternity leave in the last six months.

If there is no suitable alternative post, the member of staff's employment will come to an end on the grounds of redundancy and the member of staff will be entitled to their full contractual notice. If the member of staff is currently on maternity leave, their maternity leave period will end. Any occupational maternity pay ceases as at the employee's last day of service, however any statutory maternity pay which has not been paid at the end of the member of staff's notice period will be paid to them as a lump sum.

- 9.2.2 If the member of staff is selected for redundancy whilst they are pregnant but before they have notified the University of their pregnancy, they are entitled to be considered for redeployment to suitable alternative vacancies in the same way as employees who are not pregnant. If they then notify us of their pregnancy, the provisions set out in 9.2.1 will apply to them. The member of staff is entitled to their full contractual notice period if they are made redundant. If the member of staff qualifies for statutory maternity pay and is made redundant before going on maternity leave but after the beginning of the 15th week before the baby is due, they will be entitled to

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<sup>5</sup> This protection applies up until 18 months from the child's date of birth.

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be paid statutory maternity pay (SMP) in addition to their redundancy payment. To claim SMP the member of staff should provide 28 days' notice of the date on which they would like their SMP to start, together with a copy of their Maternity Certificate (MATB1).

If the member of staff is offered redeployment to a suitable alternative job they are entitled to a trial period in accordance with the Redeployment procedure, which should commence once they return from maternity leave. The redeployment can however commence prior to their return from maternity leave.

## **10. If things do not go to plan**

In the event that things do not go entirely as planned with your maternity, you might find the maternity related sections of our Special Leave Policy and Sickness absence Policy and Procedure helpful.

## Appendix 1

Summary of maternity leave and pay entitlements for staff*		
Continuous service with the University**	Maternity leave	Maternity pay
1. Less than 26 weeks continuous service by the 15 <sup>th</sup> week prior to EWC	52 weeks' OrML commencing any time between 11 <sup>th</sup> week prior to EWC and EWC itself (including compulsory 2 weeks commencing on date of child's birth).  <b>Total: up to 52 weeks leave from the date maternity leave commences.</b>	No entitlement to Statutory Maternity Pay or Occupational maternity pay but normally entitled to Maternity Allowance (to be assessed and paid by the Benefits Agency)
2. 26 weeks continuous service by the 15 <sup>th</sup> week prior to the EWC	52 weeks OcML commencing any time between 11 <sup>th</sup> week prior to EWC and EWC itself (including compulsory 2 weeks) .  Staff can remain on maternity leave up to one year after the date of their child's birth. <b>Total: up to 52 weeks leave from date of child's birth.</b>	<b>52 weeks Occupational maternity pay (inclusive of SMP) if eligible</b>
Additional maternity leave and pay entitlements (Neonatal)		
Qualification provision	Additional Maternity leave	Additional Maternity pay
Entitled to maternity leave under this policy and their baby is in hospital for at least seven days following birth.	An additional period of leave (neonatal leave) to add to the end of their maternity leave, before returning to work.  This cannot be taken in conjunction with any other type of parental leave or annual leave, but it can be converted to Shared Parental leave under our Shared Parental leave policy.	Neonatal leave will be on full pay and will be equivalent to the number of days that the employee's baby has been in hospital immediately following birth, for at least seven days and up to a maximum of 12 weeks.

**Notes:**

- \* This summary table should be read with reference to the detailed outline of entitlements in the University's maternity policy.
- \*\* Continuous previous service with other institutions as outlined in the contract of employment, will count for the purpose of entitlement to occupational maternity leave and pay. The continuous service of members of staff who do not work during all the weeks of the academic year, such as those working term-time only, will not be affected by such temporary cessations of work which form part of the contract of employment. Continuous service will also be unaffected by periods of unpaid parental leave and unpaid dependents leave. Agreed periods of other unpaid leave cannot however be included for this purpose because it is the actual provision of pay which enables this calculation to be made. Members of staff are advised to contact HR if they are uncertain about their length of continuous service.

**Glossary of abbreviations used in this policy**

OrML	Ordinary Maternity Leave
OML	Occupational Maternity Leave
OMP	Occupational Maternity Pay
SMP	Statutory Maternity Pay
MA	Maternity Allowance
EWC	Expected Week of Childbirth
MATB1	Maternity Certificate

**Appendix 2**

## **Designated First Aid Rooms**

- Calcutta House
- 16 Goulston Street
- Accelerator
- The Learning Centre
- Science Centre
- Tower Building

Members of staff should be directed to the reception staff in the above locations, who will be able to direct them to a designated first aid room.

[First Aiders and Defibrillators list](#)