



GLEBE PRIMARY SCHOOL UNITED LEARNING ACADEMY

Maternity Policy for Support Staff 2024-2025

Updated: Summer 2024
New Review: Summer 2025

Approved by the LGB Business Committee on 23rd April 2024

Signed by: Mr. James Dempster
Position: Chair of the Local Governing Body

Maternity Policy

1. Aim

The aim of this policy is to explain an employee's entitlements to maternity leave, statutory and occupational maternity pay and to explain the steps that need to be taken by an employee and their manager before and during maternity leave.

2. Scope

This policy applies to all employees of WSCC on permanent, temporary and fixed term contracts.

The exceptions are centrally employed teachers and teachers employed in schools (whose terms and conditions are set out on West Sussex Services for Schools).

3. Key Information

Employees within the scope of this policy are entitled to the following benefits:

- 52 weeks maternity leave, which must be taken as a continuous block.
- The right to return to their job or a similar job on terms and conditions no less favourable, at the end of their maternity leave.
- Paid time off for antenatal care.
- Statutory maternity pay and/or occupational maternity pay, subject to meeting certain qualifying criteria.

These are explained in more detail throughout this document.

Who can help?

If employees have any questions about their entitlements or the procedures they need to follow, they can contact HR Customer Services on 01243 6(42148) or email hr.customer.services@westsussex.gov.uk.

Headteachers/ line managers can also get support from HR Customer Services, or for more in-depth questions about the maternity policy or the process for managing a period of maternity leave, they can contact HR Professional Support for advice on 033022 22422 or email HR.Professional.Support@westsussex.gov.uk

4. Entitlement to Maternity Leave

All pregnant employees are entitled to 52 weeks maternity leave, regardless of their length of service or hours worked. This must be taken as a continuous block. The maternity leave is split into two parts, which attract different employment rights. The first 26 weeks leave is referred to as ordinary maternity leave (OML) the subsequent 26 weeks period is referred to as additional maternity leave (AML).

Only one period of leave is available per pregnancy irrespective of whether more than one child is born.

Employment rights during ordinary maternity leave (OML):

- During ordinary maternity leave the employee is entitled to benefit from all their normal terms and conditions of employment with the exception of pay.
- This period is counted as continuous service for calculation of statutory employment rights, and other contractual payments relating to their length of service. This means the employee continues to accrue annual leave (including entitlement to bank holidays) and this period is included in the calculation of entitlement to sick pay.
- On return from OML an employee is entitled to return to the same job on the same terms and conditions as before her leave began.
- If there has been a re-grading or pay award applied to her post during the period she was on OML then she is entitled to receive these benefits as if she hadn't been away.
- OML also includes 2 weeks compulsory maternity leave, which immediately follows the birth of the employee's baby and the employee is not permitted to work or return to work during this period.

Employment rights during additional maternity leave (AML)

- Employees are entitled to benefit from all their normal terms and conditions of employment with the exception of pay during Additional Maternity Leave.
- Continuity of employment is preserved through additional maternity leave for the purpose of calculating entitlement to statutory employment rights (such as redundancy, unfair dismissal rights, notice requirements).
- The period of additional maternity leave will be treated by WSCC as continuous for the purpose of calculating contractual annual leave and contractual sick pay. This means the employee continues to accrue annual leave (including entitlement to bank holidays) and this period is included in the calculation of entitlement to sick pay.
- However, some benefits such as pensions will be different during the additional maternity leave period. If there is a period of unpaid maternity leave during this time the unpaid period of leave will not be treated as continuous service unless an election has been made to repay for this period.
- Under the LGPS the member may elect to pay Additional Pension Contributions (APCs) to purchase the amount of pension lost during that period of unpaid absence. The employee can obtain a quote and print off an application form to buy 'lost' pension at <https://www.lgpsmember.org/more/apc/index.php> (see section 8 for further details).
- Under the FPS, NFPS and NHS employees are given the option to make pensions contributions during such a period of unpaid leave so that the period counts in full for pension purposes. (see section 8 for further details).
- On return from additional maternity leave the employee is entitled to return to the same job on the same terms and conditions before her leave as if she had not been absent. If this is not reasonably practicable then she should be offered a similar job on conditions that are no less favourable.

5. Maternity Pay

There are two types of maternity pay and these have different qualifying criteria. An employee may qualify for none, one or both of the entitlements set out below.

An employee's entitlement to maternity pay will be closely related to their length of service at certain key dates a number of weeks before the date the baby is due to be born (this date is stated on the MAT B1 certificate which is provided by a doctor or a midwife)

Statutory Maternity Pay (SMP) – The basic statutory maternity pay scheme provided by the Government.

To be entitled to statutory maternity pay, 15 weeks before the expected week of childbirth (EWC) the employee must:

- Still be employed by WSCC
- Have at least 26 weeks continuous service with WSCC
- Have average weekly earnings that are not less than the lower earnings limit for national insurance contributions (in the qualifying week).
- SMP is paid for a total of 39 weeks. This is split into two levels of payment.
- For the first 6 weeks of maternity leave the payment of SMP equals 90% of the employee's **average** weekly earnings, this is known as higher rate SMP.
- For the subsequent 33 weeks employees are entitled to receive a fixed rate payment known as standard rate SMP (unless 90% of their weekly earnings is less than this rate). This fixed rate changes regularly and the prevailing rate can be found at www.direct.gov.uk

SMP payments start when an employee begins her maternity leave. They will continue for a period of 39 weeks unless the employee returns to work before that time.

Employees who do not fulfil the qualifying conditions for SMP may be entitled to Maternity Allowance (MA) or other benefits, which are controlled and paid by the Department for Work and Pensions. Employees in this position will be given a form SMP1 by HR Shared Services to take to their Local Job Centre Plus.

Occupational Maternity Pay (OMP) – An enhancement to the statutory scheme: this applies to all employees.

To be entitled to OMP an employee must:

- Have one year's continuous local government service, at the 11th week before the EWC

and

- Return to work for a minimum period of 3 months at the end of maternity leave. If the employee does not they will be required to repay any half pay paid to them. Once maternity leave ends, any period of return to work between blocks of shared parental leave (where taken) will count towards the 3 months return to work period; actual period(s) of shared parental leave will not count towards this 3 month return to work period.

Local government service for the purposes of this policy refers to service with an organisation that is covered by the Redundancy Payments (Modification) Order Act.

Please go to www.lge.gov.uk to find out which organisations are covered by this order.

Occupational maternity pay is paid for a total of 18 weeks and is split into two levels of payment.

- 6 weeks at 90% of a week's pay. (If the employee also qualifies for statutory maternity pay, and this amount is more than her SMP payment, then her OMP payment is **inclusive** of the SMP entitlement. The employee does **not receive both**).

- Followed by 12 weeks at half pay. If the employee also qualifies for statutory maternity pay this payment is made in **addition** to half pay. (Employees who qualify for OMP and SMP will not receive more than full pay when the two are combined).

Where an employee is entitled to both statutory and occupational maternity pay the entitlements will run concurrently.

Where an employee is not entitled to SMP but receives Maternity Allowance, these payments will be offset against the OMP due.

An employee can choose to make the half pay last for longer by having it paid over 20 weeks at a rate of 3/10th of pay. The amount received overall is the same. If an employee is not sure whether they will return to work, they can ask for the half pay to be withheld until they have made a decision.

Employees **not** intending to return to work after maternity leave may be entitled to SMP and/ or only the first 6 weeks of OMP at 90% of a week's pay if they meet the qualifying criteria.

6. During Pregnancy

Notifying Management

An employee who discovers she is pregnant should notify her manager as soon as is reasonably practicable. The purpose of this is to:

- Trigger the employee's entitlements during this part of pregnancy.
- To enable the manager to take steps to protect the health, safety and wellbeing of the employee and the unborn child.
- To enable the manager and the employee to start planning for her maternity leave.

Managers must respect an employee's wishes about how and when she would like to tell her colleagues that she is expecting a baby. However, employees should also be aware that for health and safety and business planning reasons, their manager may need to advise the management team and other colleagues about the employee's pregnancy.

Employees who wear a uniform will be provided with a suitable maternity uniform, where possible.

Ante-Natal Care

Pregnant employees have the right to paid time off to attend antenatal care. This includes time off to attend regular appointments, antenatal classes, 'Parentcraft' and relaxation classes, if recommended by a doctor or midwife.

An employee is not required to provide evidence of her first appointment. However, managers may ask an employee to produce evidence of subsequent appointments.

Risk Assessments and Health and Safety

Once a manager has been notified that an employee is pregnant, they are responsible for carrying out a risk assessment and taking steps to minimise any identified risk for the employee or her unborn child in accordance with the Corporate Code of Practice for New and Expectant Mothers.

This assessment should be regularly reviewed throughout the pregnancy, to take account of changing risks as the pregnancy develops. This includes providing a suitable place to rest, whilst an employee is at work, if she requests it.

If a risk cannot be avoided, changes to working conditions must be considered. Such changes might be to alter the employee's hours of work or to offer suitable alternative work. The Health and Safety Team can provide managers with further advice and information.

Operational roles within the Fire and Rescue Service – consideration should be given to referring employees to the Occupational Health Service for advice on adjustments.

Sickness absence during pregnancy

If an employee is absent from work due to sickness (including pregnancy related sickness) during her pregnancy this will be counted as sick leave as normal and the usual sick pay provision will continue to apply. Pregnancy related sickness should be disregarded for the purposes of managing absence under the Sickness Absence Policy.

It is recognised that “morning sickness” is a common symptom of pregnancy and some employees find that it affects them at only at certain times of the day. Where business requirements permit, it may be possible for the employee and manager to agree to temporarily adjust her working times to accommodate this, and avoid the need for the employee to be absent from work.

The only exception to the above is when an employee falls sick for a pregnancy related reason during the final four weeks before her EWC. In these circumstances her maternity leave and pay will be triggered immediately and she must commence maternity leave.

Non-pregnancy related sickness during this period will be counted as sick leave as normal and the usual sick pay provisions will continue to apply.

7. Applying for Maternity Leave

Prior to applying for maternity leave, an employee should discuss her plans for commencing maternity leave with her manager, to enable them to make arrangements to cover her work whilst she is away.

The earliest time maternity leave can start is the beginning of the 11th week before the week the baby is due to be born in, but an employee can work up to the day the baby is born if she chooses.

An employee is encouraged to apply for maternity leave by the 15th week before the EWC. However, the latest date an employee should apply for maternity leave is 28 days before she intends to commence maternity leave. This is done through completing form MAT/L1. An employee may alter the date she wants her maternity leave to commence by following the notification periods set out below.

Once completed the employee should give her manager the MAT/L1 form and form MAT B1. The manager should take a photocopy for his/her own records, before both original documents are forwarded to HR Shared Services.

Maternity Pay cannot be paid until HR Shared Services receive the MAT B1 certificate.

Starting Maternity Leave earlier or later than notified

If the employee wishes to alter the planned date she wants her maternity leave to start she must notify her manager of the new date:

- 28 days before her maternity leave was originally due to start.

Or

- 28 days before the new date she wants to start her leave.

Whichever of these two deadlines is the earliest.

Babies born before planned maternity leave starts

If an employee's baby is born before the date she has notified her manager that she intends to start maternity leave, her maternity leave will commence automatically the day after the birth. She must provide confirmation to her manager of date her baby was born as soon as is reasonably practicable.

8. During Maternity Leave

Pension Contributions – LGPS, FPS, NFPS, FPS 2015 and NHS

LGPS

During any period of paid maternity leave (including any period when only Statutory Maternity Pay is paid) an employee must continue to pay pension contributions on the actual pay they are receiving. Pension benefits will continue to accrue and will be calculated using an employee's assumed pensionable pay (what their pay would have been for the period when they were on reduced contractual pay or no pay), rather than the amount of pensionable pay they actually receive.

If an employee intends to return to work after maternity leave, the employee can choose to pay additional pension contributions (APC's) for any period of unpaid maternity leave so that the period of absence will count in full for pension purposes.

The amount of pension lost is calculated as the appropriate fraction of an employee's assumed pensionable pay for that period of absence (i.e. 1/49th of an employee's assumed pensionable pay if they were in the main section of the scheme or 1/98th if they were in the 50/50 section).

If an employee wishes to purchase the amount of lost pension, they can do this at any time that they are contributing to the scheme, however if they make the election within 30 days of returning to work then the cost of the APC is split between them and the County Council. They will pay one-third of the cost and the County Council will pay the rest. This is known as a Shared Cost Additional Pension Contract (SCAPC). An employee can pay these additional contributions in a one-off lump sum or through regular payments from their wages.

An employee will need to request details of their lost pensionable pay from HR Shared Services, so early contact is advised to ensure they are able to make an election within the 30-day time limit.

The 30-day limit may be extended by the County Council if it is clear that the employee was unable to meet the normal time period due to circumstances beyond their control. For further information an employee can refer to the County Council's discretions policy

The maximum period of absence an employee can elect to buy back by a SCAPC is a period of 3 years.

An employee can obtain a quote and print off an application form to buy lost pension [here](#).

If an employee elects not to buy back their lost pension then this will not count for pension purposes.

Any additional pension contributions or contributions being made for pre-April 2014 ARC's or additional membership contracts, will remain payable throughout maternity leave. An employee must continue to pay the extra pension contributions they have contracted to pay as if they were not on leave. An employee needs to make arrangements with HR Shared Services for the contributions to be collected, so early contact is advised to ensure continuing cover. Where necessary, these can be collected from their pay when they return to work.

If the contributions are not made, then the contract to purchase additional benefits would cease and would not recommence on return from maternity leave.

FPS, NFPS and FPS 2015

During any period of paid maternity leave (including any period when only Statutory Maternity Pay is paid) an employee must continue to pay pension contributions on the actual pay they are receiving. Pension benefits will continue to accrue as if they were working normally on full pay.

If an employee intends to return to work after maternity leave, the employee can choose to pay contributions for any period of unpaid maternity leave beyond the maternity pay period so that the period of absence will count in full for pension purposes. The contributions will be calculated on the rate of pay that the employee was receiving immediately before she commenced the period of unpaid maternity leave and will not be deducted until the employee returns to work.

An election to pay for the unpaid contributions, must be made within 30 days of an employee's return to work. If an employee elects not to make contributions, then the period will not count towards pensionable service.

If an employee wishes to repay their contributions, they need to contact employment services, so early contact is advised to ensure they are able to make an election with the 30 day time limit.

If you are a protected or tapered protected member of the NFPS and/or FPS the 30 day time limit may be extended if it is clear that you were unable to meet the normal time period due to circumstances beyond your control. For further information an employee can refer to the Fire Authority's discretions policy.

Any contributions being made for the purchase of additional membership, will remain payable throughout maternity leave. The contributions will be calculated on the rate of pay receivable, as if the individual was not on maternity leave. The additional benefits therefore continue to accrue in full. The individual needs to make arrangements with HR Shared Services for the contributions to be collected, so early contact is advised to ensure continuing cover.

If the contributions are not made, then the contract to purchase additional benefits would cease and would not recommence on return from maternity leave.

NHS

During any period of paid maternity leave (including any period when only Statutory Maternity Pay is paid) an employee must continue to pay pension contributions on the actual pay they are receiving. Pension benefits will continue to accrue as if they were working normally on full pay.

If an employee intends to return to work after maternity leave, the employee can choose to pay contributions for any period of unpaid maternity leave beyond the maternity pay period so that the period of absence will count in full for pension purposes. The contributions will be calculated on the rate of pay that the employee was receiving immediately before they commenced the period of unpaid maternity leave and will not be deducted until the employee returns to work.

If an employee wishes to repay their contributions, they need to contact employment services.

If an employee elects not to make contributions, then the period will not count towards pensionable service.

Added years contributions continue to be payable on the pensionable pay an employee was receiving prior to any reduction. If added years contributions are not made for a period of 365 days or more the contract would cease and you would be unable to re-commence deductions.

Additional pension purchases continue at the normal rate. If additional pension contributions are not made for a period of 365 days or more the contract would cease and you would need to enter into a new contract with NHS Pensions.

Early Retirement Reduction Buy Out (ERRBO) applications continue to be payable on the pensionable pay an employee was receiving prior to any reduction. If ERRBO contributions are not made for a period of 365 days or more the contract would cease and you would be unable to re-commence deductions.

For more information relating to Maternity Leave under the NHS please see their [factsheet](#).

Annual Leave

Whilst an employee is on maternity leave her service is considered to be continuous for the purposes of calculating annual leave.

Employees continue to accrue annual leave during Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML). Employees are also entitled to accrue bank holidays during OML and AML. For part-time employees, accrual of bank holidays will be on a pro-rata basis using the same principles as in the WSCC Guidance on Bank and Statutory Holidays for Part-time Employees (namely, there will be a percentage reduction of entitlement to bank holidays depending on the employee's contracted hours).

It is important that employees agree with their manager in advance how they intend to take their annual leave, as there is no right to carry over into the next annual leave year more than the number of days stated in the employee's contract of employment.

With the prior agreement of the employee's manager annual leave may be taken before the employee commences maternity leave, and/or immediately after maternity leave has finished. Annual leave cannot be taken during maternity leave.

Term-time only employees

Entitlement to annual leave (including bank holidays) will continue to accrue during maternity leave. This entitlement will normally be offset against any periods of school closure falling before or after the maternity leave period in each leave year. In cases where a term-time only employee does not return to work after a period of maternity leave and there is outstanding annual leave accrued, this can be taken as payment in lieu. For the purposes of calculating statutory annual leave entitlement, the leave year runs from the date of the anniversary of employment.

Contact whilst on Maternity Leave

Whilst they are on maternity leave the employee's manager should maintain reasonable contact with the employee to keep her updated about developments at work and matters concerning her job. The manager and employee should agree the level and frequency of contact prior to the employee commencing maternity leave.

The County Council has an obligation to keep an employee informed of any other information relating to her job that she would normally be made aware of if working. This may fall outside of the individual agreement referred to above.

Keeping in Touch Days

Whilst on maternity leave an employee may not carry out any work, without bringing her maternity leave to an end. The only exception to this is the 'Keeping in Touch' Days

To assist an employee with her return to work, she may, by **mutual agreement**, work up to ten 'Keeping in Touch' (KIT) days during the unpaid period of her maternity leave to help her prepare to return to work. A KIT day can be used to attend training sessions or meetings (providing these are related to the employee's job) as well as carrying out aspects of the employee's job. In exceptional circumstances a KIT day may be worked during the paid period of maternity leave.

There is no obligation for an employee to work a KIT day if it is offered, likewise an employee cannot insist that WSCC provide them with a KIT day.

Any work done on a particular day is counted as using one KIT day. For example, if an employee agrees with her manager that she will attend a training course and the course lasts two hours, this is counted as using up one of her KIT days. Likewise another employee works a night shift although this stretches over two dates this is counted as one KIT day.

An employee working a KIT day will be paid their normal hourly rate of pay for the hours actually worked. Claims for payment must be made through Employee Self Service or on a DOC 33 timesheet and authorised by the employee's manager. The employee must clearly state the date worked, and the actual number of hours worked on that day (lunch breaks are excluded).

Green book employees: If a KIT day is worked during the paid period of maternity leave an employee will be paid their maternity pay, plus the hours worked. The total payment will be limited to no more than what they would receive for a normal full day's pay.

Grey book employees: If a KIT days is worked while the employee is in the paid period of maternity leave, they will be paid their normal hourly pay for any hours worked in addition to their Statutory Maternity Pay.

KIT days do not extend the period of maternity leave. Payment for KIT days will always be made in arrears at the next available payroll.

9. Returning to work

Returning to Work as Notified

An employee does not need to give notice that she wishes to return to work if:

- She has elected to take the full 52 weeks maternity leave.

Or

- When she applied for maternity leave, she specified an earlier return date and she returns on this date.

At the end of her maternity leave an employee is entitled to return to the job in which she was employed under her original contract of employment, and on terms and conditions not less favourable than those, which would have been applicable to her if she had not been absent.

The only exception to this is where a woman returns to work during or after her additional maternity leave, and it is not reasonably practicable for her to return to her old job. In this case she should be offered a similar job on terms and conditions no less favourable to her original job.

There is no automatic entitlement to return to work on a part time basis. However, an employee is entitled to apply for a change in her working pattern/hours and to have this request seriously considered. Such a request should only be denied if there are clear business reasons. Please refer to the policy on Statutory Requests to work on a Flexible Basis for further information.

If an employee is not able to return to her old job for reasons of redundancy, she will be entitled to be offered a suitable alternative vacancy where one exists.

Any such offer should be of work that is suitable and appropriate to the employee and this means the place, capacity and terms and conditions of employment must not be substantially less favourable than if she had been able to return to her original job.

Suitable alternative employment may also be offered where there are other exceptional circumstances other than redundancy that necessitate a change in the job in which she was previously employed and would have occurred had the employee not been absent.

Returning to work earlier or later than originally notified

If an employee wishes to return to work earlier than she originally notified she should discuss this with her manager as soon as possible. If she is in her ordinary maternity leave period, she should confirm her intention in writing and this must be given to her manager 7 days before she intends to return, this period is extended to 21 days if she is in her additional maternity leave period.

Where an employee gives less than the required notice period, her return may be postponed to allow for the required 7- or 21-days' notice, but not beyond the end of the maternity leave period.

Managers are responsible for notifying HR Shared Services of the revised return to work date.

If an employee wants to take more maternity leave than she anticipated, she should discuss this with her manager as soon as possible. She must notify her manager in writing no later than 8 weeks before she was due to return and advise of the new return to work date. Maternity leave cannot be extended beyond 52 weeks.

Return to work is delayed because of sickness absence

If an employee is unable to return to work due to sickness at the end of her maternity leave period, she should notify her manager through the normal sickness absence reporting procedure. She will be

required to provide medical certificates as normal. This absence will be treated as sickness absence and the usual sick pay provisions will apply.

Taking annual leave or parental leave immediately following maternity leave

An employee can agree with her manager to take annual leave (or parental leave) immediately following the end of maternity leave. The manager needs to ensure that they have maintained proper records and that HR Shared Services are informed so they can record the absence appropriately and ensure accurate pay calculations.

Return to work is delayed due to an interruption to work by industrial action or other unforeseen circumstances not related to the employee If an employee is prevented from returning to work at the end of her maternity leave because of industrial action or other unforeseen circumstances not related to the employee, she may instead return to work when work resumes, or as soon as is reasonably practicable thereafter.

Risk assessments and Health and Safety on Return from Maternity Leave The manager is responsible for carrying out a second risk assessment where an employee returns to work within 6 months of giving birth or if they continue to breastfeed upon their return. The rights and responsibilities outlined in 'Risk Assessments and Health and Safety' in section 6 still apply.

Employees intending to continue breastfeeding upon return to work must notify their manager as soon as possible so that appropriate arrangements can be organised. The Health and Safety Executive recommends employers to provide a safe, healthy and private environment for breastfeeding mothers to express and store milk. Managers should accommodate this where reasonably practicable and safe (toilet facilities are not suitable for this purpose). The Health and Safety Team can provide advice as to how this can best be achieved.

10. Problems Arising During Pregnancy

Although the majority of pregnancies progress without any problems, premature births, miscarriages or very rarely stillbirth do occur from time to time.

The following information provides guidance should any of these circumstances arise.

Premature Birth

The premature birth of a baby can be a difficult time for employees who are either the parents or close relatives. Time off for the mother will be in accordance with this Maternity Policy with maternity leave commencing the day after the birth of the baby.

Requests for time off from other family members will only affect a small proportion of employees at any one time. It is nonetheless important to handle each case with sensitivity. Leave for this purpose is likely to be covered by the variety of leave provisions detailed on the intranet. Flexible working options could also be considered.

Miscarriage and Stillbirth

The miscarriage or stillbirth of a baby, regardless of when it occurs is bereavement and the employee may experience a variety of emotions. She will require understanding from her manager and colleagues. In the event of a miscarriage/ stillbirth, managers should refer to the guidelines for dealing with bereavement before making contact with the employee.

The stillbirth or death of a baby before the 24th week of pregnancy is classed as a miscarriage and any absence following the miscarriage would need to be covered by a sickness certificate if the employee is absent for more than 7 calendar days.

A stillbirth from the 24th week of pregnancy onwards is classed as a 'birth' and the full provisions of this maternity policy in terms of pay and leave will apply. In these circumstances advice about the maternity policy can be obtained from the HR Shared Services.

Managers may want to remind employees that help can be sought from Health Assured (the County Council's employee assistance programme).

11. Maternity and Unfair Dismissal Provisions

An employee is protected from detriment and from unfair dismissal connected with reasons of pregnancy or childbirth, regardless of hours worked or length of service.

If an employee is made redundant whilst on maternity leave, he or she is entitled to be offered a suitable alternative vacancy if one arises

HR Customer Services must be contacted before taking any action to dismiss an employee who is on maternity leave. **Note:** There are specific guidelines relating to this area, which must be followed.

Produced by:	Strategy Team/ HR Policy and Practice.
Policy launched:	April 2007
Review	June 2008, Sept 09, Oct 09, March 2011 (legislation changes) March 2012 (WSFRS added), August 2014 (LGPS 2014 & NHS), March 2015 (legislation) Previous policy ref: Maternity Policy (NJC and Grey Book Mar 2015)
Reviewed:	March 2020 by NH SHRS (updated HR contacts). Updated Policy ref to Maternity Policy (NJC Schools 2020). Generic policy NJC, Schools and Grey Book employees. Updated HR contacts, LGPS ref, WSSfS.
Sense checked:	May 2020 by KMG SHRS

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Work out your entitlement to statutory and/or occupational maternity pay

