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Maternity Policy
1. Introduction
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statutory provisions.
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You can start your Maternity Leave on any day of the week and can commence your Maternity Leave at
any time from 11 weeks before your baby is due, up to and including the day of the birth. However, the
birth of your child will automatically start your Maternity Leave and Maternity Pay Period (if applicable),
even if your baby is born before the date on which you were due to begin your Maternity Leave.
Also, if you are absent from work due to a pregnancy related illness in the 4 weeks prior to the due date
then your Maternity Leave will start automatically on the date that you go off sick.
The two week period after your baby is born is called compulsory Maternity Leave and you are not
permitted to work during this time.
If you wish to change the dates you start or end your Maternity Leave you must give the required notice,
as specified above.
4. Maternity Pay
4.1 What is Statutory Maternity Pay (SMP)?
SMP is a taxable weekly government benefit which is paid by the employer during Maternity Leave to
women who qualify for SMP.
SMP is paid over the first 39 weeks of Maternity Leave at a rate of:
 90% of your average weekly earnings (this figure is worked out at your Qualifying Week ʹ see
below) for each of the first 6 weeks of Maternity Leave, followed by
 £151.20 per week (from 5 April 2020) - or 90% of your average weekly earnings if that is less than
£151.20 per week ʹ for the next 33 weeks.
If you qualify for SMP it will automatically be incorporated into Occupational Maternity Pay (if eligible).
4.2 How do I qualify for Statutory Maternity Pay (SMP)?
The week (Sunday to Saturday) in which your due date (as specified on the MatB1) falls is known as the
Expected Week of Childbirth (EWC).
The 15th week before the EWC is known as the Qualifying Week. To work out your Qualifying Week, use a
calendar and find the Sunday of your expected week of childbirth. Then count back 15 Sundays (do not
include the Sunday of your EWC). The 15th Sunday is the beginning of your qualifying week.
In order to qualify for SMP, you must be still employed by the University at the Qualifying Week and have
been continuously employed with the University for at least 26 weeks continuing into the Qualifying Week
(part weeks count as full weeks).
You must also have average weekly earnings above the National Insurance lower earnings limit (£120 a
week from 5 April 2020).

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4.3 What if I do not qualify for Statutory Maternity Pay (SMP)?
You will still be entitled to 52 weeks of unpaid leave, and you may be able to claim other allowances

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assessment form can be downloaded from the Health and Safety website. You can contact our
Occupational Health service at any time for further advice and guidance with regards to your health and
well-being at work during your pregnancy.
6.2 Time off for antenatal care
You will be entitled to take reasonable time off without loss of pay, to attend ante-natal care appointments
made on the advice of a medical practitioner, registered health visitor or registered midwife. You will need
to show your line manager your appointment card or document to confirm the appointment.
6.3 Annual leave
During your Maternity Leave you carry forward any untaken annual leave until the Maternity Leave period
ends. Any public holidays or closure days which occur during your Maternity Leave are also carried forward
until your Maternity Leave period ends. As far as possible, you should take a reasonable proportion of your
entitlement to annual leave before you commence your Maternity Leave. If your Maternity Leave spans
two leave years, you will be allowed to carry over into the next leave year any leave that you have accrued
during your Maternity Leave period and which you did not take prior to commencing your Maternity Leave.
You should discuss any outstanding annual leave upon your return with your line manager.
7. During your Maternity Leave
7.1 Terms of Employment during Maternity Leave
All your terms and conditions of employment (excluding those relating to payment of salary) will be
preserved during your Maternity Leave. This includes your accrual of annual leave (see above).
For members of one of the pension schemes offered by the University, contributions are maintained in full
during the SMP pay period. Your contributions during this period are based on actual earnings and the
University tops this up to the level of your normal monthly pension contribution.
Pension contributions cease during any period of unpaid Maternity Leave and no service is accrued.
Contributions are not payable on KIT days (see below) taken in any period of unpaid leave and therefore
do not accrue service. On your return to work you have the option to pay contributions for the period of
unpaid Maternity Leave based on the rate of pay that you would have received had you not been on
Maternity Leave. If you decide to pay employee contributions for the period of unpaid leave, the University
will also pay its employer contributions for the same period. Contributions can be deducted from salary as
a one-off payment or over a reasonable agreed period. Should you wish to explore this, please contact the
Pensions Office within 3 months of your formal return to work to discuss this further.
Periods of Maternity Leave do not affect continuity of employment. This means that periods of Maternity
Leave will still count when calculating continuous employment for statutory rights.
7.2 Communication during Maternity Leave
Although you are bound to be focused on other things during your Maternity Leave, the University
recognises that it is important to keep you up to date about what is happening within the University during
your absence.
Your line manager and the HR Department will therefore maintain reasonable contact with you whist you
are on Maternity Leave.

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Also, you can keep up to date through the University website, and, of course, through informal contact
with your colleagues.
7.3 Keeping in Touch Days
You are not obliged to do any work or attend any work related events or meetings during your Maternity
Leave. However, Keeping in Touch Days (known as KIT days) allow you to go into work for up to 10 days
(which may be either separate days or a single block) without losing any SMP or triggering the end of your
Maternity Leave. KIT days can be used to enable you to attend meetings, training sessions, or other events,
or for you to perform your normal job duties. You should make the appropriate childcare arrangements
during any KIT days.
For KIT days to work, you and your manager must agree that you will do some work on a particular day and
the type of work to be undertaken. There is no requirement for you to agree to attend work for any KIT
days, and your manager does not have to offer such days to you, but they can be a very effective way of
maintaining contact during your Maternity Leave and easing your return to work.
If you do attend work for a KIT day, you will receive full pay for any day/hours worked. If a KIT day occurs
during a week when you are receiving SMP, this will ďĞĞĨĨĞĐƚŝǀĞůǇ͞ƚŽƉƉĞĚƵƉ͟ƐŽƚŚĂƚǇŽƵƌĞĐĞŝǀĞĨƵůůƉĂǇ
for the day/hours in question. Alternatively you may agree to take the equivalent number of days/hours
ǁŽƌŬĞĚĂƐ͞ƚŝŵĞŽĨĨŝŶůŝĞƵ͟. Payment will be made in the month following the KIT day, to allow for payroll
processing.
7.4 Shared Parental Leave
Shared Parental Leave (SPL) is a statutory right available to employees who are expecting a child to be born
or placed for adoption (whether through birth, adoption, or surrogacy) on or after 5th April 2015. It
provides the option of sharing up to 50 weeks of leave and 37 weeks of pay if they meet the necessary
eligibility criteria. The parents can decide to be off work at the same time and/or take it in turns to have
periods of leave to look after the chŝůĚ͘&ƵƌƚŚĞƌŝŶĨŽƌŵĂƚŝŽŶĐĂŶďĞĨŽƵŶĚŝŶƚŚĞhŶŝǀĞƌƐŝƚǇ͛Ɛ^ŚĂƌĞĚ
Parental Leave Policy.
8. Returning to work after Maternity Leave
The University will expect you to return to work after 52 weeks of Maternity Leave unless you have notified
us of an earlier date of return or you have already resigned or you are on a fixed-term contract that has
already expired.
If you wish to return to work before the intended return date, you must give the University at least 8 weeks'
notice, in writing, of the new date on which you intend to return. If you fail to give the required notice, we
may need to postpone your return until the end of the 8 week notice period or your previously intended
return date, whichever comes first.
If you decide not to return to work after your Maternity Leave, you must give written notice to terminate
your employment in accordance with your contract of employment ʹ and please see section 5.3 above
regarding Occupational Maternity Pay.
If you wish, and if you have accrued sufficient annual leave, you should agree with your line manager to
take a period of annual leave at the end of your Maternity Leave ʹ see section 6.3 above regarding annual
leave accrual.