



**MATERNITY
POLICY AND PROCEDURE**

NOVEMBER 2024

CONTENTS

SECTION 1 - INTRODUCTION

1. [Introduction](#)
2. [Purpose](#)
3. [Scope](#)
4. [Status](#)
5. [Policy Owner](#)
6. [Definitions](#)
7. [Records](#)
8. [Further Assistance](#)

SECTION 2 – YOUR RIGHTS

1. [Entitlements Whilst at Work](#)
 - [Fertility treatment](#)
 - [Essential ante-natal care](#)
 - [Non-essential ante-natal care](#)
 - [Health & Safety](#)
 - [Annual leave & bank holidays](#)
2. [Maternity Leave and Pay](#)
 - [Summary table](#)
 - [Types of maternity leave](#)
 - [Starting maternity leave](#)
 - [Maternity pay](#)
 - [If the unexpected happens](#)
 - [Annual leave & bank holidays](#)
 - [Pension](#)
 - [Other benefits](#)
 - [Contractual obligations](#)
 - [Reasonable contact](#)
 - [Keep in Touch \(KIT\) Days](#)
 - [Transfer of leave and pay](#)
3. [Returning to Work](#)
 - [Confirming return to work](#)
 - [Right to return to the same job](#)
 - [Returning part-time](#)
 - [Sickness following maternity leave](#)
 - [Nursing mothers](#)

SECTION 3 - SUPPORT

Internal and external sources of available during pregnancy and beyond.

SECTION 4 – EMPLOYEE CHECKLIST

SECTION 5 – MANAGER CHECKLIST

SECTION 1 – INTRODUCTION

1. INTRODUCTION

- 1.1 The Company recognises that the maternity provisions are complex and that there are a lot of things to think about when you are expecting a baby, such as your entitlements (during pregnancy, maternity leave and on your return to work), the options available to you and the processes you need to be aware of and follow.
- 1.2 We hope that everyone has a happy and healthy pregnancy but appreciate that individual circumstances mean that the pregnancy experience is different for everyone and can be more difficult for some; we will do everything we can to support employees.
- 1.3 We also recognise that the effects of a miscarriage or a still birth can be extremely distressing, and we are committed to supporting employees at these times and we have included signposting to relevant information and support, which is available internally and from a wide range of external organisations.
- 1.4 You may wish to read this policy as a whole or go to the relevant section by clicking on the links in the contents list. A handy checklist has been provided for you ([Section 4](#)), to make sure you remember all the actions that you need to take.

2. PURPOSE

- 2.1 The Company's Maternity Policy is designed to encourage open discussion with employees to ensure that any questions and/or issues can be resolved as quickly as possible and to ensure that the Company:
 - complies with relevant employment legislation and Health and Safety at Work Regulations;
 - follows best practice; and
 - signposts employees to sources of support.

3. SCOPE

- 3.1 This is a group level policy that applies to all employees of Anglian Water Group Limited and its subsidiaries (including but not limited to Alpheus Environmental Limited, AVH Parks Limited, TIDE Services Limited and AWG Group Limited) but excluding Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water Limited and Anglian Water Business (National) Limited).
- 3.2 Company Maternity Pay provisions detailed in this policy are effective from 1st April 2024 and will only apply to maternity leave started on or after 1st April 2024.

4. STATUS

- 4.1 This Policy is a Collective Agreement.

5. POLICY OWNER

- 5.1 Head of Employee Relations.

6. DEFINITIONS

- 6.1 The terms and abbreviations that are used in relation to maternity leave and pay, which you should know are detailed below:

Continuous Service - The number of weeks that you have worked for the Company without a break in your employment contract.

Expected Week of Childbirth (EWC) - The week (starting with the Sunday) in which it is expected that your child will be born.

Qualifying Week - The 15th week (starting with a Sunday) BEFORE the week in which your child is expected, i.e. 15th week BEFORE your EWC.

A Week's Pay - This is the amount that you usually earn in a week for normal hours. If you do not have regular normal working hours, a week's pay will be the average weekly pay received in the 8 weeks before your Qualifying Week (this is known as your '8-week reference period'). Back dated pay rises, bonus payments or salary deductions, such as salary sacrifice deductions, made in this 8-week reference period will be included in the calculation of your average week's pay for the purposes of this Scheme.

Childbirth - The live birth of a child or a stillbirth AFTER 24 complete weeks of pregnancy.

Miscarriage - The loss of a baby BEFORE the end of the 24th week of pregnancy.

7. RECORDS

- 7.1 It is the Company's standard practice that all written correspondence will be sent by email. Where this is not possible (i.e. the employee has not provided a personal email account), it will be sent by standard mail.
- 7.2 All information will be held on the employee's record in accordance with the Company's Data Retention [Policy](#).

8. FURTHER ASSISTANCE

- 8.1 Other types of leave may be available also to mothers and other parents – please see [Lighthouse](#) for our Shared Parental Leave, Paternity Leave, Parental Leave and Time off for Dependants Policy and Procedures.
- 8.2 If you have other questions about this policy contact your [Employee Relations Manager/Advisor](#).
- 8.3 If you have questions about the Workday process contact PeopleSupport@anglianwater.co.uk.

LAST REVIEWED

November 2024

[Back to Top](#)

SECTION 2 – YOUR RIGHTS

1. ENTITLEMENTS WHILST AT WORK

1.1 Fertility treatment (IVF)

We recognise that time off may be necessary for fertility treatment. Requests for time off should be booked on Workday as medical appointments. Managers will apply discretion in these circumstances and each situation will be considered on an individual basis. You have pregnancy rights once you've had the last part of the IVF process ('embryo transfer') and might become pregnant. You do not have to tell your manager at this stage, but you might find it helpful as they could offer support. If your IVF treatment fails it can help to talk to other people who have been through a similar process. A support group or online forum, such as the [HealthUnlocked IVF community](#), may be helpful and/or read advice on [what to do when fertility treatment fails](#) on the Human Fertilisation and Embryology Authority (HFEA) website.

1.2 Health and Safety

You **must** tell your manager that you are pregnant as soon as possible. Your manager is required to carry out a risk assessment for you (a copy is available on the H&S pages of [Lighthouse](#)) and to monitor your working environment continually (and to update your risk assessment as appropriate) to make sure that you are working in a healthy and safe environment. An on line DSE Assessment for pregnant employees is available if you need it on the well-being pages on [Lighthouse](#). A part of your risk assessment you can agree adjustments to your working arrangements, e.g. start/finish times or increased rest breaks, which can help support you, particularly if you suffer from 'morning' sickness or other pregnancy-related conditions. If you think there is a risk to your health and safety or that of your baby tell your manager immediately.

1.3 Essential ante-natal care

As a pregnant employee you are entitled to paid time off for essential ante-natal care, i.e. midwife, GP, consultant and/or hospital appointments, ultra-sound scans and any other necessary treatments prescribed by the above and related to the pregnancy. Wherever possible, please arrange these appointments at the start or end of your working day – your manager can ask for evidence of your appointments from the second appointment onwards. You should request time off by booking it on Workday as medical appointments.

1.4 Non-essential ante-natal care

If you want to attend any non-essential maternity activities or therapies, e.g. aqua-natal, ante-natal yoga or relaxation classes, these should be taken in your own time. If it is not practical to do these outside work hours talk to your manager as they have discretion to allow you reasonable time off as unpaid leave, annual leave or may give you the opportunity to make up your hours. Requests for unpaid leave should be booked on Workday as discretionary leave – unpaid or annual leave.

1.5 Annual leave and bank holidays

You are encouraged to book and take any accrued annual leave before the start of your maternity leave.

[Back to Top](#)

2. MATERNITY LEAVE AND PAY

2.1 Summary table

What you are entitled to will depend on your length of service, your earnings and your expected week of childbirth (EWC). The table below provides an easy reference summary for you. This is followed by a more detailed explanation of each area of entitlement and the qualifying conditions for each.

Length of Service / Earnings	Maternity Leave	Maternity Pay
More than 1 year’s continuous service at 11 weeks before the expected week of childbirth (EWC) and earnings are above the lower earnings limit for national insurance.	Up to 52 weeks	<u>Company Maternity Pay (CMP)</u> 26 weeks’ full pay plus 13 weeks at the lower statutory rate ¹ (and must return to work for a minimum 26 weeks) OR <u>Statutory Maternity Pay (SMP)</u> 6 weeks at 90% (or 90% if average pay is lower) of average pay plus 33 weeks at the lower statutory rate (do not need to return to work)
More than 26 weeks’ continuous service at 15 weeks before the expected week of childbirth (Qualifying Week) and earnings are above the lower earnings limit for national insurance.	Up to 52 weeks	<u>Statutory Maternity Pay (SMP)</u> as above
Less than 26 weeks’ continuous service at 15 weeks before the expected week of childbirth (Qualifying Week)	Up to 52 weeks	<u>Maternity Allowance (MA)</u> 39 weeks at the lower statutory rate (or 90% if average pay is lower). Paid through JobCentre Plus and subject to their eligibility criteria.
In some circumstances, e.g. if you fall pregnant during a period of maternity leave, your earnings at 15 weeks before the expected week of childbirth (Qualifying Week) may be below the lower earnings limit for National Insurance.	Up to 52 weeks	In these circumstances you may qualify for Company Maternity Pay (26 weeks’ full pay) but may not qualify for Statutory Maternity Pay, in which case you may have to apply for Maternity Allowance.

2.2 Types of maternity leave

Compulsory Maternity Leave – this is the first two weeks of your maternity leave. By law you cannot work during these two weeks.

¹ The current rate can be found at <https://www.gov.uk/browse/childcare-parenting>

Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML) - all pregnant employees (regardless of their length of service) are entitled to up to 26 weeks' ordinary (statutory) maternity leave and 26 weeks' additional (company) maternity leave (totalling 52 weeks). A distinction is made between the two types of leave because there are different remuneration conditions and return to work rights between the first and second six months.

2.2 Starting maternity leave

You **must** give notice of your intention to take maternity leave by the 15th week before the expected week of childbirth (although earlier is preferable) and provide a MATB1 form (available from your midwife). You do this by requesting your maternity leave (both ordinary and additional) on Workday (shown as statutory and company maternity leave respectively) and uploading a copy of your MATB1 to Workday. You should discuss and agree your maternity leave start date with your manager (taking into account any annual leave that you must take before your maternity leave begins) **before** submitting the details on Workday. If you want to change your maternity leave start date you have to give four weeks' notice.

You can choose to start your maternity leave at any time during the 11 weeks before your baby is due. Exceptions to this are:

- If you are off sick for a pregnancy related illness during the last 4 weeks before your baby is due, your maternity leave will start the day after the first day of your sick absence (regardless of when you may actually want your maternity leave to start)
- If you are off sick for a pregnancy related illness prior to 4 weeks before the baby is due and your sick absence runs into the 4 week period, your maternity leave will start 4 weeks before the baby's due date (regardless of when you may actually want your maternity leave to start)
- Maternity leave cannot start any later than the day following the actual date of childbirth. If you have your baby early, you **must** tell your manager as soon as possible - your maternity leave will start the day after your baby is born.

[Back to Top](#)

2.3 Maternity pay

What you receive in maternity pay will depend on your length of service, earnings and whether you intend to return to work or not. There are three possibilities:

Statutory Maternity Pay (SMP) – to be eligible for this you must have:

- been employed with the Company for at least 26 weeks at 15 weeks before the week your baby is due to be born (EWC);
- average gross weekly earnings at least equal to the lower earnings limit for National Insurance (NI) purposes, in the 8 weeks up to and including 15 weeks before the EWC;
- provided notice in Workday of the date you intend to cease work due to pregnancy by your notification week (15 weeks before the EWC); and
- uploaded a copy of your maternity certificate (MATB1) into Workday.

SMP is payable for up to 39 weeks once you start your maternity leave. It is paid into your bank account on the normal monthly pay date and is subject to tax, national insurance and agreed pension contributions. Any other regular payments will be deducted also, unless they are suspended or cancelled.

SMP is currently 90% of normal weekly earnings for the first six weeks, followed by a basic rate for 33 weeks, or 90% of normal weekly earnings if lower. SMP is paid as a weekly rate, with the week starting on the day of week you start your maternity leave, e.g. Thursday. Your monthly salary during your maternity leave will include SMP for complete weeks (e.g. Thursday to Wednesday) in that month.

There is no requirement for you to return to work to receive SMP and no requirement to repay SMP if you choose not to return to work.

Company Maternity Pay (CMP) – to be eligible for this you must have:

- at least 12 months' service at 11 weeks before the EWC;
- provided notice in Workday of the date you intend to cease work due to pregnancy by your notification week (15 weeks before the EWC); and
- uploaded a copy of your maternity certificate (MATB1) into Workday.

CMP is payable for up to 39 weeks once you start your maternity leave. It is paid into your bank account on the normal monthly pay date and is subject to tax, national insurance and agreed pension contributions. Any other regular payments will be deducted also, unless they are suspended or cancelled.

CMP is made up of 26 weeks on full basic pay excluding overtime or bonus, (SMP payments are included in this pay) plus a further 13 weeks at the SMP basic rate.

CMP is payable on the condition that you must return to work for a minimum of 26 weeks after maternity leave (periods of sick leave do not count as working), or you will be required to pay back the CMP (less the SMP entitlement).

If you are unsure about whether you want to return to work, you may opt to receive SMP only and receive the balance of your CMP after completing 26 weeks on your return to work.

Maternity Allowance (MA) – if you are not entitled to SMP you may qualify for MA. People and Payroll Services will send you a form (SMP1) explaining why you are not eligible for SMP once you provide notice in Workday of the date you intend to cease work due to pregnancy by your notification week (15 weeks before the EWC). You will need to complete an application form (MA1) and provide a copy of your SMP1 form. You can obtain an MA1 form [here](#).

Payment is made directly through JobCentre Plus – not through your normal monthly pay. Eligibility criteria apply, which are available from your local [JobCentre Plus](#).

In all circumstances, where you choose to take more than 39 weeks' maternity leave, the remaining leave (that is, weeks 39 – 52) will be unpaid.

[Back to Top](#)

2.5 If the unexpected happens

If sadly you have a miscarriage before your 24th week of pregnancy you will not be entitled to maternity leave or pay. In these circumstances, the provisions of the Company's [Pregnancy Loss Policy](#) and the Company's [Supporting Attendance Policy](#) will apply and you will be fully supported through this process.

If your baby is stillborn after the 24th week of the pregnancy or lives for only a short time after birth, you will still be entitled to your maternity leave and pay.

In some circumstances the Company’s [Bereavement Policy](#) may also apply.

Please make sure your manager is made aware as soon as possible so that appropriate support and advice can be given. Further information and support can be found at [Section 3](#).

We recognise, that in some circumstances, for whatever reason, a pregnancy may be terminated. If you are off work, the provisions of the Company’s [Supporting Attendance Policy](#) will apply and you will be fully supported through this process.

2.6 Annual leave and bank holidays

You will continue to accrue annual leave and bank holidays (on a pro-rata basis if you work part-time) while on maternity leave. If you worked full time prior to maternity leave you will accrue leave on a full-time basis during maternity leave, even if you subsequently return to work on a part-time basis.

To calculate accrued leave whilst on maternity, divide the total yearly leave entitlement by 12 and multiply this by the number of completed months of maternity leave, e.g. 23 days/12 months = 1.9 x 4 months on maternity leave = 7.5 days.

Any leave accrued or carried over from the previous leave year **must** be taken before you return to work (i.e. taken at the end of the maternity leave) unless otherwise agreed with your manager.

Any leave accrued from the current leave year may be used when you return to work – just book it on the appropriate system, e.g. Workday, WFM, MyAnglianWater and Holiday Planner in line with the Annual Leave Policy.

2.7 Pension

During **paid** maternity leave you will continue to pay your current percentage of pension contributions, based on the actual pay received. For any period of **unpaid** maternity leave you will have the option of making up your missed pension contributions on your return to work – if you want to make up your contributions, you have to make and confirm this decision within 60 days of your return. The Company will continue to pay its share of pension contributions during the entire paid maternity leave period based on your usual salary (see summary table below).

	Pension	Employee pays contributions based on	Employer pays contributions based on
OML (26 weeks), and AML (first 13 weeks) whether or not CMP/SMP is paid	Counts in full	Actual CMP and/or SMP (if any) received	Notional full pay
Last 13 weeks of AML (unpaid) where:			
<ul style="list-style-type: none"> the employee opts to pay contributions to cover this period 	Counts in full	Notional pay based on the rate of CMP and/or SMP received on the last day of paid maternity leave	Notional full pay
<ul style="list-style-type: none"> the employee does not opt to pay contributions to cover this period 	Does not count	Not applicable – no contributions due	Not applicable – no contributions due

Payroll will contact you on your return to work to discuss if you wish to make up your missing contributions.

2.8 Other benefits

You will retain all benefits while on maternity leave, e.g. work mobile phone and membership of the Company's private health care scheme continues (you will continue to be taxed monthly on the latter). Some benefits, like your company car/cash allowance you can keep or choose to return to avoid the tax implications of the benefit.

Loyalty Saving Scheme – you can choose to make up payments missed during periods of no pay. If you choose to keep saving without making up the missed payments, at the end if you are eligible for a bonus this will be paid pro-rata, based on months you have paid into the scheme. Payroll will contact you on your return to work to discuss if you wish to make up your missing payments.

2.9 Contractual obligations

Whilst on maternity leave you will continue to be bound by all of the terms of your contract of employment except the right to be paid, including the implied obligations of good faith and confidentiality. You are not permitted to work for any other employer or organisation, whether paid or otherwise, during your maternity leave.

2.10 Reasonable contact

Reasonable contact is permitted and actively encouraged during your maternity leave – you should agree with your manager when and how you would like to be contacted, e.g. phone or email. Your work IT account will be frozen during your maternity leave; your Line Manager will be able to ask for it to be made available if you need access, e.g. for KIT Days.

2.11 Keep in touch days (KIT days)

You can agree with your manager to take up to 10 Keep In-Touch (KIT) days during your ordinary or additional maternity leave without losing statutory payments or bringing your leave to an end. These days are optional and are designed to give you the opportunity of keeping up to date while on leave and/or to ease your return to work and are paid at your normal daily rate (calculated by Payroll). You will need to record these days for payment in Workday > Time.

'Work' means any work done under the contract of employment and may include training or any activity undertaken for the purpose of you keeping in touch with the workplace.

2.12 Transfer of leave and pay

Shared parental leave is a way that you can commit to ending your maternity leave and pay at a future date, and to share the untaken balance of your leave and pay as shared parental leave and pay with your partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date. For more information see the Shared Parental Leave Policy on [Lighthouse](#).

[Back to Top](#)

3. RETURNING TO WORK

3.1 Confirming your return

You **must** tell us of your intention to return to work **at least 8 weeks before** your intended return date by submitting the details on Workday.

This means that you should contact your manager to discuss and agree your return to work arrangements, including the return date, hours of work and whether or not you wish to return on a part time basis (for 13 weeks or permanently), and arrangements for using up any accrued annual leave before you return **before** submitting the details on Workday. If you wish to return on a part time basis (for 13 weeks or permanently), you **must** complete a [Flexible Working Request](#) on Workday, which will count as one Flexible Working Request (FWR). Please note that in line with the Flexible Working Policy, employees are entitled to make a maximum of two FWR applications per year.

If you fail to give 8 weeks' notice of your return, we may postpone your return by eight weeks or to the end of your maternity period if that is shorter.

If you change your mind **after** you have submitted the details on Workday, you must give at least eight weeks' notice of your new proposed return date.

You cannot extend your maternity leave beyond 52 weeks using annual leave. However, you can extend it by up to 4 weeks by using unpaid Parental Leave. For more information see the Parental Leave Policy on [Lighthouse](#).

We recognise that for some returning to work after maternity leave may be an anxious time. We will do everything we can to make you feel comfortable, bring you up to date and ease your return. Please discuss and agree with your manager (before you return to work) a return to work plan to help make this as smooth as possible.

3.2 The right to return to the same job

On returning from **ordinary** maternity leave (i.e. by the end of the first 26 weeks of maternity leave) you are entitled to return to the job you held before your maternity leave.

On returning from **additional** maternity leave (i.e. during or at the end of the second 26 weeks of maternity leave) you are entitled to return to the job you held before your maternity leave, but if it is not reasonably practicable for the Company to give you exactly the same job back, you are entitled to a suitable job at the same level with terms and conditions at least as good as the previous job.

If there is a redundancy situation after you inform your manager you are pregnant, during your maternity leave or within 18 months of the birth of your child you are entitled to be offered any suitable alternative vacancy.

3.3 Returning part-time

You may return from maternity leave on a part-time basis for up to 13 weeks (all terms and conditions, such as pay and annual leave, will be pro-rata for this period). You will be required to complete a temporary [Flexible Working Request](#) prior to your return to confirm the details.

3.4 Sickness following maternity leave

If you are ill immediately following your maternity leave, the normal rules on sickness absence will apply. If you have received CMP any sickness absence will not count towards the required 26 weeks return to work.

3.5 Nursing mothers

Facilities will be provided for breast-feeding mothers to express and safely store their milk. A first aid room (or other alternative room) may be suitable, but if it is not practical to locate a refrigerator there, you could bring a cool bag (clearly marked), which could be stored in one of the fridges in a kitchen area.

Reasonable time during the working day will be allowed for you to be able to express milk/breast feed your child and we will do everything reasonably practicable to find a solution that works for you and you are comfortable with, remaining mindful that some of our sites have limited facilities due to the nature of their operation or may not be appropriate for a very young child to attend. In this case, a nearby site, additional time to go home, or an appropriate plan should be put in place.

[Back to Top](#)

SECTION 3 – SUPPORT

A HEALTHY PREGNANCY

Visit our well-being pages on [Lighthouse](#) for advice and guidance on maintaining a healthy pregnancy.

Our independent Employee Assistance helpline (EAP) may be able to help. It is a confidential service, available 24 hours a day, 7 days a week. They provide health and wellbeing support for employees during their employment. Their telephone number is **0800 243 458**. You can find out more about this service on [Lighthouse](#).

There are a number of external organisations that offer support:

[Kicks Count](#) – the aim at Kicks Count is to raise awareness of baby's movements in pregnancy to reduce the UK's stillbirth and neonatal death rate – visit www.kickscount.org.uk

[Tommy's](#) - provides expert and user led, accessible pregnancy information to support expectant parents in understanding what they can do to support a safe and healthy pregnancy – visit www.tommys.org

[ICPSupport](#) – provides facts about the condition Intrahepatic cholestasis of pregnancy condition as well as signposting you to more detailed information and forms of support – visit www.icpsupport.org

[NHS](#) – provides information about trying for a baby, pregnancy, labour and birth, including: where you can have your baby – for example, in a hospital, midwife-led unit, or at home; what pain relief in labour is available, such as gas and air (entonox) and epidural signs that labour might be starting – visit www.nhs.uk

PREGNANCY LOSS

Please read our [Pregnancy Loss Policy](#) for guidance and support.

Visit our well-being pages on [Lighthouse](#) for advice and guidance on miscarriage.

There are a number of external organisations that offer support:

Visit the NHS web pages for when pregnancy goes [wrong](#).

[The Miscarriage Association](#) is a charity that offers support to people who have lost a baby. They have a helpline (01924 200 799, Monday to Friday, 9am to 4pm) and an email address (info@miscarriageassociation.org.uk) and can put you in touch with a support volunteer.

[Antenatal Results and Choices \(ARC\)](#) a national charity providing support during ante natal screening and a range of specialised bereavement support services for parents and the wider family, where a decision is made to end a pregnancy after a prenatal diagnosis, commonly known as "termination for medical reasons" (TFMR).

[Petals](#) an organisation providing specialist counselling services after a pregnancy loss.

[SANDS](#) an organisation that can offer you support if your baby dies during pregnancy or after birth. They also run a helpline 10am - 3pm Monday to Friday and 6pm - 9pm on Tuesday and Thursday evenings: 0808 164 3332.

[Child Bereavement UK](#) if your child or baby dies

[Cruse Bereavement Care](#) helps people understand their grief and cope with their loss. They have a helpline (0808 808 1677, Monday to Friday, 9:30am to 5pm) and a network of [local branches](#) where you can find support.

[Dying Matters](#) for help talking about dying, death and bereavement

[Mind](#) for mental health information and support

[Sue Ryder](#) for advice on coping with a death

GENERAL

[ACAS](#) –provides information on pregnancy and maternity rights. ACAS also runs a free telephone helpline service.

[GOV.UK](#) - the Government website sets out general information on maternity leave.

[Working Families](#) - provides information and advice for parents and carers. They have online information and a telephone helpline.

[Back to Top](#)

SECTION 4 – EMPLOYEE CHECKLIST

ACTIONS		DONE √
1	As soon as you know you are pregnant, tell your manager so that you can attend antenatal appointments and have your risk assessment reviewed (a copy is available on the H&S pages of Lighthouse)	
2	Risk Assessment undertaken – actions agreed to minimise/remove any identified.	
3	Discuss with your manager when you will go on maternity leave. Make sure you have calculated the annual leave you are entitled to before you go on maternity leave – you are encouraged to book and take this before your maternity leave starts.	
4	You must give notice of your intention to take maternity leave by the 15 th week before the expected week of childbirth (although earlier is preferable) and provide a MATB1 form (available from your midwife). You do this by requesting your maternity leave (both ordinary and additional) in the absence section on Workday (shown as statutory and company maternity leave respectively) and uploading a copy of your MATB1 to Workday. Remember without this maternity pay cannot be processed.	
5	Think about your options for transferring leave to your partner – see our Shared Parental Leave Policy .	
6	Discuss with your manager how you wish to remain in contact throughout your maternity leave (e.g. phone or personal email). Agree with your manager the things that you want to be kept up to date with.	
7	Remember if anything unexpected happens during your pregnancy, e.g. you have your baby earlier than expected or you sadly have a miscarriage or stillbirth, tell your line manager and seek support and advice.	
8	If you agree to attend work for a Keeping in Touch (KIT) Day, make sure that you book this on Workday to ensure you get paid. Your manager will need to let the service desk know in advance if you need access to your IT account.	

<p>9</p>	<p>Contact your line manager to discuss and agree your return to work arrangements, including the return date, hours of work and whether or not you wish to return on a part time basis (for 13 weeks or permanently*), and arrangements for using up any accrued annual leave before you return before submitting the details on Workday.</p> <p>*You must complete a Flexible Working Request on Workday, which will count as one Flexible Working Request (FWR). Please note that in line with the Flexible Working Policy, employees are entitled to make a maximum of two FWR applications per year.</p> <p>Remember You must tell us of your intention to return to work at least 8 weeks before your intended return date by submitting the details on Workday.</p> <p>If you fail to give 8 weeks' notice of your return, we may postpone your return by eight weeks or to the end of your maternity period if that is shorter.</p> <p>Once you have submitted the details on Workday, if you change your mind you must give 8 weeks' notice of your new return date.</p>	
<p>10</p>	<p>Agree a return to work plan with your manager – returning after a long time away can feel like being a new starter.</p>	
<p>11</p>	<p>Remember if you have taken a period of unpaid maternity leave and want to make up your pension contributions / payments into the Loyalty Savings Scheme, you must tell People & Payroll Services within 60 days of the end of your maternity leave.</p>	

[Back to Top](#)

SECTION 5 – MANAGER CHECKLIST

RISK ASSESSMENT		DONE √
1	<p>As soon as your employee tells you that she is pregnant you MUST undertake a risk assessment (this is required under H&S legislation) with her and agree any appropriate adjustments to hours / duties / working practices.</p> <p>Record this on the appropriate PRA (a copy is available on the H&S pages of Lighthouse) and review with the employee on a regular basis.</p> <p><u>Note:</u> The onus is on the employee to notify you of her pregnancy as soon as she becomes aware of it. But if you have good reason to believe an employee is pregnant (or are informed this is the case by a reliable third party) you should raise the subject with the employee.</p>	
2	<p>Take any protective or preventative measures required by other health and safety legislation to remove any identified unacceptable risks. Where you are not able to do this, you should follow this hierarchy of measures:</p> <ol style="list-style-type: none"> 1 if it is reasonable to do so, alter working conditions or hours of work to avoid (or minimise) the risk; 2 if this is not possible, or the risk cannot be avoided by this action, offer the employee temporary suitable alternative employment on existing, or not substantially less favourable, terms and conditions (the alternative work must be confirmed as appropriate by Occupational Health); 3 if no suitable temporary alternative work is available, you must give the employee paid leave until her maternity leave and pay commence. (If the employee refuses an offer of suitable alternative work, the leave may reasonably be unpaid). 	
3	Review the risk assessment as soon as she returns to work after her maternity leave.	
ANTENATAL CARE		DONE √
4	Ensure that you allow your employee a reasonable amount of paid time off to travel to, and to attend, antenatal classes.	

5	Remember - you can ask to see an employee's antenatal appointment card in order to manage cover arrangements.	
PRIOR TO MATERNITY LEAVE		DONE √
6	Make appropriate cover arrangements, which should take into account the employee's right to return.	
7	Maintain reasonable contact with your employee (as allowed by law) – agree with the employee before she goes on maternity leave what this contact will include, e.g. discussion about her return to work, arranging Keeping in Touch (KIT) Days and keeping her up to date about significant changes at work.	
8	If your employee is sick before her maternity leave or needs to start her leave early (e.g. premature birth) contact your ER Manager/Advisor for support and advice.	
DURING MATERNITY LEAVE		DONE √
9	At the start of your employee's maternity leave make sure you have actioned all notifications in Workday. It is important that you follow the process on Workday for freezing her IT account. If you fail to do this the IT account will be closed and a new account will have to be opened (with a new name) for your employee on her return from maternity leave. If your employee needs access to her IT account, e.g. for a KIT Day, you will need to ask the service desk, by email, to open her account (giving at least 5 working days' notice) – remember to ask for it to be frozen again once the KIT Day is over, or the account may be closed.	
10	Maintain reasonable contact with your employee.	
11	Authorise payment for any work/training done on KIT Days (up to a maximum of 10 attendances, either half or full days) by approving claims on Workday.	

RETURN TO WORK		DONE √
12	<p>You need to keep an employee's post available for her on her return to work as she will have a statutory right to return to work after:</p> <ul style="list-style-type: none"> - 'ordinary' maternity leave (OML) to the same job; and/or - 'additional' maternity leave (AML) to a 'job of the same kind' on no less favourable terms and conditions, e.g. in relation to grade, hours and location. <p><u>Please note:</u> An employee may take two consecutive periods of maternity leave, i.e. back to back. After the second period of maternity leave, following OML or AML, the employee has a statutory right to return to a 'job of the same kind' on no less favourable terms and conditions, e.g. in relation to grade, hours and location.</p>	
13	<p>If an employee wishes to return to work <u>before</u> the expected end of her OML or AML, she must give you 8 weeks' notice of this in writing. If she does not provide the required notice you can postpone her return date. Please speak to your ER team about how to do this if you wish to exercise this right.</p> <p>An employee may also opt to extend her maternity leave, i.e. to take more OML or AML as previously indicated. In order to do this, she must provide you with 8 weeks' notice in writing. Any extension must be within the maximum entitlement of 52 weeks.</p>	
14	<p>Some employees may wish to exercise their statutory right under the Flexible Working Regulations to request a temporary/permanent change to their contract of employment on their return to work. If this is the case, you must follow the Company's guidance and procedures for dealing with such requests.</p>	
15	<p>Agree a Return to Work Plan with your employee before she returns to work. This should help with her re-introduction to the workplace, making sure it covers any changes in ways of working, policies etc. It should help welcome her back and facilitate a smooth return.</p>	

[Back to Top](#)