



MATERNITY LEAVE POLICY & PROCEDURE

August 2012

ST GEORGE'S, UNIVERSITY OF LONDON

CONTENTS

1. Policy Statement

2. Maternity Entitlements and Procedures

- 2.1 Entitlement
- 2.2 St George's, University of London Maternity Scheme
- 2.3 Statutory Maternity Provisions
- 2.4 Minimum Statutory Ordinary Maternity Leave Provision
- 2.5 Minimum Statutory Additional Maternity Leave Provision
- 2.6 Notification of Early Return to Work
- 2.7 Repayment
- 2.8 Fixed Term Contracts and Maternity Leave
- 2.9 Statutory entitlements on return to work

3. Maternity Provisions

- 3.1 Ante-natal Appointments
- 3.2 Health & Safety
- 3.3 Compulsory Leave
- 3.4 Continuity of Employment
- 3.5 Right of Return
- 3.6 Annual Increments
- 3.7 Accrual of Annual Leave
- 3.8 Maternity Leave and Sickness Absence
- 3.9 Keeping in Touch Days
- 3.10 Contact during Maternity Leave
- 3.11 Cover during Maternity Leave
- 3.12 Information on Vacancies
- 3.13 Still Births and miscarriage
- 3.14 Recourse to Grievance Procedure

- Appendix 1** Summary of Maternity Leave & Pay
Appendix 2 Schedule of Events For Maternity Leave
Appendix 3 Application for Maternity Leave

1. POLICY STATEMENT

The policy of St George's, University of London is to provide maternity benefits which not only comply with the letter and the spirit of the law on maternity rights but which are in excess of these statutory requirements. This policy applies to all female employees and aims to inform them of their entitlement to both contractual and statutory maternity rights, and to ensure that those rights are understood.

This policy applies to employees due to give birth on or after 3 April 2011.

2. MATERNITY PROVISION

2.1 Entitlement

- All pregnant employees are entitled to take up to 52 weeks' Statutory Maternity Leave (SML) around the birth of their child.
- The SML period is made up of 26 weeks' Ordinary Maternity Leave (OML) followed immediately by 26 weeks' Additional Maternity Leave (AML).
- Employees wishing to take maternity leave will do so under one of the following two alternative arrangements:

St. George's Maternity Leave Scheme (section 2.2) for those employees who satisfy the requirements of the scheme

Statutory Maternity Provisions (section 2.3) for those who are not eligible for the above scheme. Some of the statutory provisions will also apply to those taking maternity leave under the St George's scheme.

2.2 St. George's Maternity Leave Scheme

- 2.2.1 To qualify for maternity leave under this section, an employee must have been continuously employed by St George's for a minimum period of 12 months by the beginning (Sunday) of the expected week of childbirth.
- 2.2.3 Notification of an intention to take maternity leave must be given to the HR Manager, supported by a Maternity Certificate (*MatB1*), stating the expected week of childbirth, **not later than the end of the 15th week (the qualifying week) before the expected date of childbirth**, together with a written statement of intent that the employee wishes to return to work with St George's following maternity leave for a period of at least 3 months.
- 2.2.4 However, in order to assist St George's to discharge its responsibilities towards the health and safety of the pregnant employee and her unborn child it is advisable that an informal notification should be made at an early stage in the pregnancy.
- 2.2.5 During, or prior, to the 15th week before the EWC, employees should advise their

supervisor and HR Manager, in writing, of the date they intend to begin maternity leave in order that appropriate arrangements to cover her absence may be made in good time.

2.2.6 The HR Manager will check the employee's entitlement to maternity leave and pay and will discuss with her the alternatives that apply in terms of maternity pay and maternity leave.

2.2.7 An employee who satisfies the conditions outlined above, but who has not given notice of her intention to return to work, shall receive Statutory Maternity Pay under the arrangements described in Section 2.3

2.2.8 *Date of Starting Maternity Leave*

An employee may start maternity leave at any time from 11 weeks before the expected week of childbirth (EWC) until the birth itself. Notice must be given in writing of the intended start date of the maternity leave 28 days before it is due to start, or as soon as is reasonably practical. Entitlement to maternity leave will be calculated from the agreed start date of the maternity leave or, if earlier, from the actual date of ceasing work provided that maternity leave starts after the beginning of the 11th week before the expected week of childbirth.

2.2.9 Maternity leave and pay can commence on any day of the week.

2.2.10 *Amount of paid and unpaid leave under St. George's Maternity Leave Scheme*

An eligible employee who is absent from work on the grounds of pregnancy or childbirth and who has given notice under paragraph 2.2.3 above of her intention to return to work, shall be granted the following:

- 8 weeks leave on full pay (this will include any relevant SMP)
- 16 weeks on half pay plus SMP (paid at the standard rate)
- 15 weeks on SMP only (paid at the standard rate)
- up to 13 weeks unpaid leave

No combination of payments should exceed full pay. St George's may, at its discretion, extend the period of paid or unpaid leave in cases of hardship.

******If participating in PensionsPlus your Occupational Maternity pay is based on your "Notional Salary" i.e your salary before PensionsPlus reduction. This ensures that your Occupational Maternity Pay is not affected by either participating or not participating in PensionsPlus. For more information about PensionsPlus at SGUL please see our PensionsPlus page on the portal.***

2.2.11 *Exercising the right to return to work*

An employee who has opted under paragraph 2.2.3 above to return to work may exercise this right at any time within 52 weeks of the commencement of the maternity leave period, except that she may not return within two weeks of the birth of her child.

The employee will normally return to the job in which she was employed under the original contract of employment and on terms and conditions applicable to her as if she had not been absent.

An employee wishing to exercise her right to return must give notice in writing of the date on which she intends to return to the HR Department, and to their supervisor/Head of Department, at least 8 weeks before the intended date of return.

2.3 Statutory Maternity Provisions

2.3.1 The following provisions will apply to employees taking maternity leave who are not covered by the St George's Maternity Leave Scheme. In particular, the provisions will apply to employees who have not given notice of an intention to return to work following maternity leave. The statutory rights detailed below will also apply to those employees taking maternity leave under St George's arrangements.

2.3.2 In circumstances where an employee taking Statutory Maternity Leave subsequently elects to return to work for at least three months in accordance with the requirements of the School Scheme, then the additional pay associated with the Scheme will be paid upon the employee's return to work.

2.3.3 *Statutory Maternity Pay*

In order to receive Statutory Maternity Pay, an employee must have 26 weeks of continuous service at the beginning of the 15th week before the expected date of childbirth and have average weekly earnings at least equal to the lower earnings limit for National Insurance contributions. If they do not satisfy these requirements, employees may be entitled to claim Maternity Allowance direct from the Department for Work and Pensions.

Statutory Maternity Pay is set at 9/10ths of the employee's average weekly earnings for 6 weeks and the standard rate of Statutory Maternity Pay for a further 33 weeks set at the lesser of £128.73 (correct as at 3 April 2011) or 9/10th of average weekly salary.

Average weekly earnings shall be calculated in accordance with the SMP Regulations that may at that time apply.

2.3.4 *Statutory Maternity Leave provisions*

The employee must notify St George's 28 days before the start of her maternity leave of her intention to take maternity leave. However earlier notification will be required if time off for ante-natal care is requested and employees are requested to give an early notification of pregnancy to Heads of Divisions/Division Managers in order that health and safety issues can be properly addressed. Early notification will also assist the department in making arrangements to cover the employee's absence.

Notification of an intention to take maternity leave must be given to the HR Manager within the required time limits by completing St George's maternity leave form (Appendix 1) with provision of form MAT B1 when issued by the GP or midwife. The HR Manager will check the employee's entitlement to maternity leave and pay and will discuss with her the alternatives that apply in terms of maternity pay and maternity leave.

2.4 Minimum Statutory Maternity Leave provisions

24.1 Irrespective of the pay arrangements which may apply to a member of staff taking maternity leave, the following statutory leave provisions exist for women ceasing

work as a result of pregnancy.

- 2.4.2 An entitlement to 52 weeks' Statutory Maternity Leave (SML) exists for all pregnant employees. No qualifying period of employment is required.
- 2.4.3 Statutory Maternity Leave and Pay can commence on any day of the week from the start of the 11th week before the Expected Week of Childbirth and no later than the day following the day of the birth.
- 2.4.4 The employee must give St George's 28 days' notice in writing to the HR Manager of the intention to take ordinary maternity leave, or less if it is not reasonably practical to give 28 days. Where the notice is submitted late, the employee must provide an explanation for the delay.
- 2.4.5 The 52 weeks of leave cannot start before the 11th week before the expected week of childbirth (EWC), but can start at any time after that up to the actual date of birth. The employee should provide a copy of the maternity form MAT B1, confirming the expected date of childbirth, to the HR Department, as soon as it is available.
- 2.4.6 Statutory Maternity Leave will begin the day after the birth of the child if the birth is before the notified Statutory Maternity Leave date or before notification of any date is given.
- 2.4.7 If a woman is absent from work due to a pregnancy-related illness during the 4 weeks before her baby is due, her maternity leave and maternity pay (or maternity allowance) will start automatically on the day after the first day of her pregnancy related absence.
- 2.4.8 The contract of employment will continue during the 52 week period, and St George's will maintain all terms and conditions of employment except salary and related payments during this period. The terms and conditions of employment which will apply are St George's obligation to the employee of trust and confidence and any terms and conditions of employment relating to:
 - Notice of termination of employment contract by St George's
 - Compensation in the event of redundancy
 - Disciplinary or grievance procedures

During the period of Additional Maternity Leave the employee is bound by her implied obligation to St George's of good faith and any terms and conditions relating to:

- Notice of the termination of the employment contract by the employee;
 - The disclosure of confidential information;
 - The acceptance of gifts or other benefits, or
 - The employee's participation in any other business.
- 2.4.9 An employee who returns to work during or at the end of the Ordinary Maternity Leave period will normally return to the same job in which she was employed under the original contract of employment and on the terms and conditions applicable to her as if she had not been absent.
 - 2.4.10. An employee who returns to work during or at the end of the Additional Maternity Leave period, will normally return to the same job or to another suitable job if that is not reasonable practicable.

- 2.4.11 An employee does not need to exercise her right to return or to give notice of her date of return unless she intends to return to work before the end of the 52 weeks of maternity leave. However, to ensure that pay arrangements are properly made, the employee should advise the HR Manager of her return as soon as she is able to do so and by latest on her first day back at work.
- 2.4.12 At any time between the 15th and 18th week of the maternity period, St George's may request, in writing, confirmation of the date of childbirth and confirmation that the employee intends to exercise her right to return. The employee must reply, in writing, within 21 days of receiving the request.
- 2.4.13 St George's will then confirm, in writing, the last possible date by which the employee must return to work with a reminder of the provisions for early return to work (see paragraph 16).

2.5 Early return to work

- 2.5.1 St George's will assume that employees will take all 52 weeks of SML. If an employee does not wish to take her full entitlement to SML, she must give St George's at least 8 weeks' notice, in writing to her manager and the HR Manager, of her intended return date. (However, she will not be permitted to return within 2 weeks of the birth of her child.)
- 2.5.2 Similarly if prior to commencing maternity leave an employee has notified her manager and HR that she intends to return before the end of the 52 weeks, she may decide to return at a later date. If this is the case, then she must give 8 weeks' notice of the new date of return.

2.6 Repayment

- 2.6.1 If an employee does not return to work after the specified period, or returns to work but does not subsequently continue in the employment of St. George's for a period of at least three months, St. George's shall have the right to reclaim from her any contractual maternity pay that she has received in excess of the statutory amount to which she is entitled under legislation that is in force at the time. The amount reclaimed shall be all the excess pay if she does not return. In exercising this right, St. George's shall have regard to individual circumstances.

2.7 Fixed Term Contracts and Maternity Leave

- 2.7.1 Employees on fixed term contracts shall be entitled to maternity leave under St. George's Maternity Leave Scheme, provided that they satisfy the requirements laid down under section 2.2. In particular, before starting maternity leave, sufficient funds must be available and arrangements must have been agreed for a return to work following maternity leave of at least three months. In the case of employees on fixed-term contracts funded by an external body, it will be the responsibility of the Head of Division/Principal Investigator to inform the funders that maternity leave will be taken by the employee. Staff on fixed-term contracts will be expected to return to work for 3 months or to the end of the contract, whichever date is sooner.
- 2.7.2 If the fixed term contract is due to end during the maternity leave, the business case for extending or terminating the contract will be considered under the Policy for the Management of Fixed Term Contracts.

If the contract is not extended the employee will be given:

- a) the reason for the decision, and
- b) a right of appeal.

2.7.3 If the employee qualifies for the St George's scheme the employee will receive:

- a) St George's maternity pay up until the date the contract ends,
- b) SMP thereafter until the Statutory Maternity Pay period is exhausted, and
- c) any redundancy pay in accordance with the Policy on the Management of Fixed Term Contracts

2.7.4 In the case that an extension to a fixed term contract is not granted, employment will end on the expiry date of the fixed term contract. However, St George's will continue to consider re-deployment opportunities for the employee until the date that the 52 week maternity leave period ends.

2.7.5 If arrangements can subsequently be made for an extension of the contract of employment and a return to work in accordance with the appropriate scheme, then the additional pay associated with the scheme will be paid upon the employee's return to work.

2.7.6 St. George's will waive repayment of any difference between St George's maternity pay and SMP if the end of the contract prevents the employee from either:

- a) returning to work, or
- b) completing 3 months employment.

2.8 Statutory Entitlements on return to work

2.8.1 Emergency Leave:

All employees have a statutory right to short periods of unpaid leave in order to make arrangements to deal with family emergencies. St George's will allow some paid leave in these circumstances. Please refer to the Policy for Time Off for Dependents.

2.8.2 Partner's Leave Related to Maternity. For opposite sex or same sex partners of female staff of children due on or after 3 April 2011 further eligibility factors will qualify them for Additional Partner's Leave Related to Maternity. (APL). For an opposite sex or same sex partner to take APL, the mother must have ended her maternity leave. Please refer to the Partner's Leave Related to Maternity Policy for details in relation to eligibility and entitlements.

2.8.3 Parental Leave:

All employees who have one year's service, have a statutory right to Parental Leave. Please refer to the Policy for Parental Leave.

2.8.3 Flexible Working:

All employees who have 26 weeks service at the date of application and have parental responsibility for children under the age of 17 (or a child who is 18 and is

in receipt of Disability Living Allowance) have a statutory right to apply to work flexibly to care for the child. Please refer to the Policy on Flexible Working for full details of the statutory and St. George's provision in this area.

3. Maternity Provisions

3.1 Ante-natal care

- 3.1.1 A pregnant employee has the right to paid time off to attend for ante-natal care but should produce evidence of appointments if requested to do so by St George's.

3.2 Health and safety

- 3.2.1 In accordance with the Pregnant Workers' Directive, the Maternity Leave Arrangements acknowledge the importance of protecting from avoidable risk pregnant employees and their unborn children. In the event of an employee being employed on work which may endanger her pregnancy, arrangements will be made to protect both the mother and child, having regard to statutory health and safety provisions that may at the time apply.

- 3.2.2 When an employee informs the HR Department that she is pregnant, she will be sent a Letter of Referral which she should complete and forward to the Safety Officer who will conduct a risk Assessment. Should any potential risk be identified by St George's, the employee will be referred to the Staff/Student Occupational Health Department for a confidential discussion.

- 3.2.3 Where a risk is identified by St George's, the necessary adjustments will be made to the working environment to remove the risk. This may include modification of the employee's duties, a transfer to alternative employment during the pregnancy, etc.

- 3.2.4 Should the employee wish to keep her condition confidential at an early stage, direct advice may be obtained from the Safety Officer or the Staff/Student Occupational Health Department.

3.3 Compulsory leave

- 3.3.1 The Employment Rights Act 1996 prohibits any employee entitled to maternity leave from working or being permitted to work during a period of 2 weeks starting with the date of childbirth.

3.4 Continuity of employment

- 3.5.2 Where an employee exercises her right to return to work, continuity of employment will be maintained throughout the period of maternity leave (paid or unpaid) for the purposes of seniority, pension rights and other similar rights.

3.5 Right of Return

- 3.5.1 The employee will normally return to the same post in which she was employed under the original contract of employment and on the terms and conditions applicable to her as if she had not been absent.

- 3.5.2 If it is not reasonably practicable for the employee to return to the same post (e.g.,

for reasons of reorganisation or redundancy) she is entitled to return to a job which is both suitable for her and appropriate for her to do in the circumstances and which provides terms and conditions of employment which are not substantially less favourable to her than if she had continued to be employed under the previous contract.

3.6 Annual increments

- 3.6.1 During a period of maternity leave, an employee will receive the normal annual increment on her scale (if applicable) in accordance with her contract of employment to take effect from the normal incremental date.

3.7 Accrual of annual leave during maternity leave

- 3.7.1 Contractual annual leave accrues throughout the full 52 weeks of maternity leave. It is not possible for an employee to take annual leave at the same time as maternity leave. At an early stage, managers should discuss and agree with their employees how accrued annual leave will be taken.
- 3.7.2 If work schedules and operational requirements allow, managers may wish to ask women to take any accrued annual leave prior to their maternity leave.
- 3.7.3 If the maternity leave period crosses over two annual leave years, employees should consider, with the manager's agreement taking annual leave for the current leave year, prior to the start of maternity leave.
- 3.7.4 To assist managers in accommodating the larger amounts of annual leave that will be accrued during maternity leave, managers may also ask a woman returning to work to use up the balance of her annual leave from the previous leave year and annual leave accrued in the new leave year prior to physically returning work.
- 3.7.5 Employees may opt to take their accrued annual leave at the end of the Statutory Maternity Pay (after 39 weeks). However they may also opt to take accrued annual leave at the end of the 52 weeks' maternity leave period.
- 3.7.6 Managers retain the right to make annual leave arrangements with their employees to fit in with operational requirements. Women must agree when they will take annual leave in advance with their manager, ideally prior to commencing maternity leave.
- 3.7.7 Once a woman has started to take her accrued annual leave, she is deemed to have returned to work and her maternity leave period will have ended.
- 3.7.8 HR Managers will be able to provide specific advice on annual leave entitlements during maternity leave.
- 3.7.9 If Bank Holidays and School Closure Days fall within the Maternity Leave period, employees have no right to be paid for them or to take them at another time.

3.8 Maternity leave and sickness absence

- 3.8.1 Maternity leave will not count against normal sick leave entitlement.

- 3.8.2 Any absence following the paid period of maternity leave which is connected with the pregnancy or childbirth and which is supported by a Medical Certificate will be dealt with under the normal arrangements for sick leave.
- 3.8.3 Absences due to pregnancy related illness will automatically trigger maternity leave, if the absence occurs within 4 weeks prior to the EWC.

3.9 Keeping in Touch Days

- 3.9.1 During maternity leave, employees may find it helpful to keep in touch with work. Employees are entitled to do a maximum of 10 days' work during their maternity leave period without bringing their maternity leave to an end. This provision does not apply during the two week period commencing on and including the day on which childbirth occurs
- 3.9.2 Work means any work done under the contract of employment and may include training, attending meetings and committees or any activity undertaken for the purposes of keeping in touch with the workplace. In accordance with legislation, any work carried out on any day (even if it is for one hour) shall constitute a full day's work.
- 3.9.3 Any time worked on a KIT day will be paid at the normal contractual rate of pay for the hours actually worked. Any SMP or pay under the St George's maternity pay scheme will be included on the contractual pay and payments shall not exceed the normal rate of contractual pay.
- 3.9.4 Alternatively, especially where funding does not allow for the potential extra costs of KIT days, managers may agree to time off in lieu for the hours worked once the employee has returned to work.
- 3.9.4 Employees wishing to make use of this provision must discuss and agree the arrangements in advance and managers must inform the Divisional HR Manager of the arrangements.
- 3.9.4 It should be noted however, that this provision does not confer any right on St George's to require any work to be carried out during the Statutory Maternity Leave period, nor any right on an employee to request work during this period. There is also no obligation on either side to make use of these days.
- 3.9.4 Any days' work carried out will not have the effect of extending the total Statutory Maternity Leave period.

3.10 Contact during Maternity Leave

- 3.10.1 Reasonable contact between an employee and colleagues is encouraged to facilitate communication. Under legislation, either party is entitled to initiate this during the maternity period, for example to discuss the employee's return to work or other work related issues that may concern them, and such contact will not bring the maternity period to an end.

3.11 Cover during Maternity Leave

- 3.11.1 Cover during maternity leave can be managed in differing ways. Temporary cover can be used (especially in the case of centrally funded posts) and this can take the form of a development opportunity for another employee to cover the duties of the

absent post or a short term contract.

3.11.2 Any person temporarily appointed to cover for the maternity leave will be appointed on a fixed term contract for the purpose of covering the period of maternity leave. The appointment letter will state that the fixed term contract will end on the date that the employee's maternity leave period is due to end or with 8 weeks' notice should the employee wish to return earlier.

3.11.3 For employees on Fixed Term Contracts liaison with the grant holder will ascertain whether the grant will be suspended for the period of maternity leave or whether the cost of temporary cover is available.

3.12 Information on vacancies

3.12.1 While the Maternity Leave Agreement gives no right of re-employment to an individual who resigns for reasons of maternity, an individual who resigns her post will be informed of the means by which she can be informed of vacancies (www.sgul.ac.uk/jobs)

3.13 Still birth and miscarriage

3.13.1 There shall be no distinction between live and still births after 24 weeks of any pregnancy in the granting of maternity leave under St George's Maternity Leave Scheme or under the Statutory Maternity Leave provisions.

3.13.2 In the unfortunate event that an employee has a miscarriage before the end of the 24th week of pregnancy she will not be entitled to Statutory Maternity Leave or Pay. Absence from work in this instance would be dealt with under the normal sick pay and/or compassionate leave arrangements in a sensitive manner and exceptional circumstances will be taken into consideration when coming to a decision.

3.14 Ill Health

If a member of staff is unable to return to her post at the end of her maternity leave due to ill-health, her rights to pay will be in accordance with their contractual sick pay entitlement. Medical certificates will be required for absence immediately following on from the date of the end of the maternity leave.

3.15 Recourse to the Grievance Procedure

An employee who is dissatisfied with any decision made in respect of her maternity rights will have recourse to the relevant grievance procedure.

****** Female employees who do not qualify for Occupational Maternity Pay and solely have an entitlement to SMP and make their pension payments as a salary sacrifice, known as PensionsPlus, will have their adjusted average salary topped-up by the University to the pre-adjusted salary so that they receive the same level of SMP they would have received if they had not sacrificed part of the salary for pension purposes only.***

Human Resources Department Reviewed and Updated in March 2011

Amended June 2012 to incorporate PensionsPlus statement

Human Resources Department Reviewed and Updated in August 2012 to meet Stonewall's WEI criteria.

SUMMARY OF MATERNITY LEAVE & PAY

This appendix is for explanatory and clarification purposes only. The contractual detail is contained within the policy.

LENGTH OF SERVICE	MATERNITY LEAVE ENTITLEMENT	** MATERNITY PAY ENTITLEMENT
Less than 26 weeks service at the 15th week before the Expected Week of Childbirth (EWC)	Up to 52 weeks	No entitlement to St George's Maternity Leave Scheme or Statutory Maternity Pay but may be entitled to Maternity Allowance from the Department of Work and Pensions.
26 weeks service by the 15th week before the Expected Week of Childbirth (EWC) and returning to work at the end of the Maternity Leave period	up to 52 weeks	Entitled to St George's Maternity Leave Scheme: <ul style="list-style-type: none"> ▪ 8 weeks full pay ▪ 16 weeks half pay + SMP ▪ 15 weeks SMP (£128.73 or 90% of average weekly earnings, if this is the lesser ▪ 13 weeks unpaid leave
26 weeks service by the 15th week before the Expected Week of Childbirth (EWC) and not returning to work at the end of the Maternity Leave period	Up to 39 weeks	No entitlement to St George's Maternity Leave Scheme but entitled to Statutory Maternity Pay: <ul style="list-style-type: none"> ▪ 6 weeks at 90% of average weekly earnings ▪ 33 weeks at £128.73 (or 90% of average weekly earnings, if this is the lesser)

*** Basic rate Statutory Maternity Pay is set at whichever is the lesser of £124.88 a week or 9/10ths of your average weekly pay. This figure is reviewed annually.*

SCHEDULE OF EVENTS FOR MATERNITY LEAVE

This appendix is for explanatory and clarification purposes only. The contractual detail is

contained within the policy.

WHEN?	EVENT	WHO SHOULD I CONTACT?	WHY?
As soon as you know you are pregnant, but by 15 th week before EWC	Inform supervisor and HR Department of your pregnancy	Supervisor and HR Manager	To ensure a Risk Assessment is completed, for advice on eligibility of the relevant maternity schemes, awareness that the employee will need time off for ante-natal appointments
As early as possible into your pregnancy or maternity leave	If you are considering returning to work on a part-time/flexible working arrangement	Your Line Manager	Starting discussions early makes planning easier
8 weeks before you would like to start your maternity leave and no later than the 15 th week before your baby is due	Confirm this in writing to your supervisor and HR. Also discuss arrangements for accrued annual leave..	Your line manager and HR	In order that HR can confirm your entitlements and dates of maternity leave etc
No earlier than 14weeks before your baby is due	Arrange to see your GP/Midwife who will give you a MAT B1 confirming the EWC	Send the MAT B1 to HR with the completed Maternity Leave application	This confirms the EWC and allows Salaries to Pay SMP
11 th week before your baby is due	This is the earliest point at which Maternity Leave may start	If necessary, your line manager and HR	
4 weeks before the baby is due	If you are still working and become sick and absent due to a pregnancy related reason your maternity leave will trigger automatically	Line Manager and HR	In order that HR may confirm to you that your maternity leave has commenced revise any necessary dates
2 weeks after you have your baby	This is the earliest date on which you can return to work	Line manager and HR	It is compulsory to have two weeks off after the birth of a baby but to return on this date you must give your line manager

			and HR 8 weeks notice, in writing, of your intention to return to work
At least 8 weeks before you are due to return to work (if returning earlier than at the end of your 39 weeks or 52 weeks maternity leave)	Notify your line manager, in writing, of your intention to return to work. A copy should also be sent to HR	Your line manager and HR	In order to give St. George's adequate time to prepare for your return
Statutory Ordinary Maternity Leave Scheme only : On completion of 39 weeks ordinary maternity leave	Your leave has now come to an end and you must now return to work	Your line manager and HR. Also on your first day back you should also see the Salaries Officer.	All this will ensure that your details are correct on the payroll and any necessary action in relation to pensions contributions can be completed.
St George's Maternity Leave Scheme or Statutory Additional Maternity Leave Scheme: On completion of 52 weeks	Your leave has now come to an end and you must now return to work	Your line manager and HR. Also on your first day back you should also see the Salaries Officer.	All this will ensure that your details are correct on the payroll and any necessary action in relation to pensions contributions can be completed.

APPENDIX 3

CONFIDENTIAL

APPLICATION FOR MATERNITY LEAVE

This form is to be sent to the HR Administrator not later than 13 weeks before the expected date of childbirth

I confirm that I have received a copy of St George's Maternity Leave Arrangements Policy, together with a checklist from HR outlining the procedure for applying for maternity leave.

I enclose a Maternity Certificate (Mat B1) confirming that I am pregnant and give notice that *I wish/do not wish to return to work with St George's at the end of my maternity leave.

The expected birth date of my child is:

I intend to start my maternity leave on:

Will you please accept this notification as an application for maternity leave; the dates to be agreed with my manager.

My attention has been drawn to the right of the employer to reclaim the whole or part of the non-statutory element of maternity pay if I fail to return to work and continue in employment for at least 3 months.

I have contacted my HR Administrator to make an appointment to discuss my maternity leave options and arrangements in more detail.

* (please delete as appropriate)

Signed _____

NAME (IN BLOCK CAPITALS) _____

DEPARTMENT _____ Ext. _____

DATE _____

N.B. Please return this form to xxx, HR Administrator, HR Department, Ground Floor, Hunter Wing, SGUL, as soon as you have received your Maternity Certificate (Mat B1).