# MATERNITY LEAVE POLICY

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<th>For use in:</th>
<th>All Schools/Departments/Colleges of the University</th>
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<td>For use by:</td>
<td>All employees</td>
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<td>Owner</td>
<td>HR Operations</td>
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| Dates of Trade Union Consultation | Start: 19 December 2014  
End: 13 January 2015 |
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| Contact - Comments   | Geraldine McAughtry/Helen Reynolds                  |
MATERNITY LEAVE POLICY

1. Introduction

1.1. The University is committed to promoting equality and diversity by providing a supportive environment for staff who wish to integrate their working life, including the development of a career, with family responsibilities.

1.2. This policy should be read in conjunction with the Maternity Leave Procedure. The Maternity Leave Policy and Procedure outline Maternity Leave and Pay entitlement that pregnant staff may be eligible to receive.

1.3. The Maternity Leave Policy and Procedure is not contractual and does not form part of the terms and conditions of employment. However, where the University wishes to amend the Maternity Leave Policy, staff will be consulted on changes via the recognised Trade Unions.

2. Aims

The aims of the Maternity Leave Policy are:

2.1. To enable line managers and staff to understand the rights and entitlements to Maternity Leave and Pay.

2.2. To ensure that, as far as possible, maternity provision is administered efficiently for the benefit of staff and the University.

2.3. To ensure the health, safety and welfare of new and expectant mothers and their children.

2.4. To facilitate and encourage, through enhanced payment, the return to work of staff who wish to continue their service with the University.

2.5. To promote equality of opportunity on the basis of gender in line with the University’s Public Equality Duties.

3. Scope

3.1. The Maternity Leave Policy and Procedure applies to University employees who have a statutory right to Maternity Leave and Pay.

4. Principles

4.1. The University will operate the Maternity Leave Policy and Procedure consistently, in line with the prevailing legal requirements.
4.2. The University will only operate the maternity pay schemes for which it has direct responsibility; others will be operated by the appropriate government agency.

4.3. The University will comply with the statutory principle that a member of staff will suffer no detriment as a consequence of requesting or taking maternity leave.

4.4. The University will immediately address the Health & Safety issues of new and expectant mothers sensitively and promptly, where it is made aware of any risks.

4.5. The University may, at its discretion, grant additional pay in the case of substantial and unforeseen hardship while a member of staff is receiving reduced pay or no pay during Maternity Leave. For details, please refer to the Maternity Leave Procedure.

4.6. HR will support line managers in maternity matters and in resultant resourcing issues, on request. Staff are welcome to contact HR if they have any queries regarding the Maternity Leave Policy and Procedure.

5. Maternity Leave and Pay

5.1. All pregnant members of staff are entitled to take 52 weeks of Statutory Maternity Leave after the birth of their child.

5.2. All members of staff must take a minimum of two weeks of Maternity Leave immediately after the birth of the child.

5.3. There are four main maternity pay schemes set out in the Maternity Leave Procedure. They are operated (in whole or in part) by the University and the government.

5.4. The University operates an “enhanced” maternity pay scheme.

5.5. Eligibility for Maternity Pay (including the “enhanced” maternity pay) depends on a number of factors including length of service and earnings. For further details, please refer to the Maternity Leave Procedure.

5.6. To qualify for Maternity Leave and Pay, a pregnant member of staff must comply with all of the notification requirements set out in the Maternity Leave Procedure.

6. Annual Leave

6.1. A member of staff will suffer no detriment to the accrual of annual leave during both Ordinary and Additional Maternity Leave.

6.2. The normal restriction placed on amount of annual leave which a member of staff may carry over into the next leave year does not apply to a member of staff who is pregnant or on Maternity Leave.
6.3. A member of staff who is pregnant is encouraged to discuss how their annual leave is to be taken before they begin their Maternity Leave, wherever possible, to aid operational resource planning. Please refer to the Maternity Leave Procedure for further details.

7. Sickness

7.1. A member of staff is not entitled to sick pay during Maternity Leave.

8. Surrogacy

8.1. A member of staff who becomes a parent through an arrangement with a surrogate mother is not entitled to Maternity Pay or Leave, but will be entitled to either Adoption Leave and Pay or Paternity Leave and Pay/Shared Parental Leave and Pay, if they expect to apply or have applied for a parental order in respect of the child, and if they also meet the eligibility criteria for the type of leave requested. Please see the Adoption Leave Policy and Procedure for further details.

8.2. An eligible member of staff who acts as a surrogate is entitled to Maternity and Leave Pay.

9. Health and Safety

9.1. The University is committed to providing a safe working environment for new and expectant mothers and their children. A risk assessment will be carried out and any resulting action taken.

9.2. The University will take any necessary steps to ensure their health, safety and welfare at work.

Please refer to the Maternity Leave Procedure for further details on: Maternity Leave and Fixed Term Contracts; Pensions and Benefits; Annual Leave; Hardship; Ante-Natal Appointments; Stillbirths; Keeping in Touch Days and Returning to work after Maternity Leave.