Maternity and Pregnancy
Frequently asked Questions (FAQs)

1. I’m expecting a baby. What do I need to do to arrange my Maternity Leave?

Congratulations on your pregnancy! Here’s a brief summary of the key things you need to do next:

Before you go on Maternity Leave:

- Complete the Maternity Leave Form and pass this to your line manager to sign. You will need to state on the form when you want your maternity leave to start. If you later change your mind about when you want your maternity leave to start, you will need to give at least 28 days’ notice of the new start date.

- Send your signed Maternity Leave Form to the Division of Human Resources (HR), along with your original maternity certificate (MAT B1) by no later than 15 weeks before your Expected Week of Childbirth. Once HR have received your Maternity Leave Form and your MAT B1 certificate, we will write to let you know what maternity leave and maternity pay you will be entitled to.

- Agree with your Line Manager when you will take the annual leave you will accrue during your maternity leave and any outstanding leave accrued before the maternity leave starts.

During your Maternity Leave:

- If you would like to undertake a ‘Keeping in Touch’ (KIT) day, or a number of KIT days, during your Maternity Leave, you need to agree the arrangements for these in advance with your Line Manager. You can take up to 10 KIT days, but you are not obliged to undertake any work during your Maternity Leave if you do not wish to.

Before you return to work following Maternity Leave:

- If you have not already told us the date when you will be returning to work, you will need to give your Line Manager at least 8 weeks’ notice, in writing, of your return. If you did tell us your date, and you later decide to come back on a different date, you also need to give 8 weeks’ notice of the change.

For further details, please see the Maternity Policy and Procedure.

2. How much maternity leave will I be entitled to take?

You are entitled to take up to 52 weeks’ maternity leave, regardless of how long you have worked at the University.
3. **How much maternity pay will I be entitled to?**

The amount of maternity pay you will receive depends on how long you have worked at the University, what your weekly earnings are and (for enhanced University maternity pay) whether you return to work after your maternity leave.

The Maternity Policy and Procedure explain what you will be entitled to during your maternity leave (see Section 4 of the Maternity Procedure for further details). This includes a helpful flowchart.

If you would like further advice on your maternity leave and pay entitlement, please contact the HR advice line on (0116) 252 2439 or email hradvice@le.ac.uk.

4. **Do I accrue annual leave when I’m on maternity leave?**

Yes, you will accrue your contractual annual leave entitlement (for full-time staff, this is 24 days, plus 8 bank holidays and 6 closure days) whilst you are on maternity leave.

You should agree with your line manager before you go on maternity leave when you will take your accrued leave entitlement.

Please see Section 11 of the Maternity Procedure for further details.

5. **How do I take a ‘Keeping in Touch’ day during my maternity leave?**

While you are on maternity leave, you can take up to 10 paid ‘Keeping in Touch’ days (also referred to as ‘KIT’ days), without your maternity leave or pay being affected. You are not obliged to undertake any work during your maternity leave if you prefer not to.

You will need to agree the arrangements for any KIT days, in advance, with your line manager, who will inform HR that you will be undertaking a KIT day. HR will then confirm the details of your KIT day(s) in writing.

See Section 9 of the Maternity Procedure for further details.

6. **I manage a member of staff who is expecting a baby - what are my responsibilities as a manager?**

If a member of your team informs you that they are pregnant, here’s a brief summary of the key things you need to do:

- **As soon as they tell you they are pregnant,** you must ensure that a health and safety risk assessment is undertaken by the relevant departmental Health and Safety Representative (see Section 8 of the Maternity Procedure).

- **When you receive their Maternity Leave Form,** you should let the Head of Department know that the member of staff is intending to take Maternity
Leave, and then sign the form to confirm that the Head of Department is aware of the Maternity Leave notification. A copy of the maternity risk assessment should be forwarded to HR along with the member of staff’s Maternity Leave Form and their MAT B1 form.

- **When they inform you of their return to work date**, you need to pass this information on to HR to ensure that the member of staff is paid correctly on their return. Please bear in mind that if you don’t contact HR when your member of staff is due to come back to work, they may not be paid. Also, if the member of staff will be breastfeeding on their return to work, you must ensure that a health and safety risk assessment is undertaken by the relevant departmental Health and Safety Representative (see Section 8 of the Maternity Procedure).

Please read both the Maternity Policy and Procedure for further details. If you have any questions regarding maternity leave, please contact HR.

7. **How do I arrange cover for a member of staff who is going on maternity leave?**

If someone in your team is going on maternity leave, you will need to consider how their work will be covered while they are away from work.

You can do this in different ways:

- There may be someone else in your team who could undertake the role temporarily, as a development opportunity, or the duties could be allocated to several members of staff in the team. If this involves staff undertaking a role or duties at a higher grade than their current grade, please contact HR to discuss putting an appropriate acting-up arrangement in place. If you don't have anyone to cover the absence, or your arrangements leave another gap, you can recruit someone new to cover the maternity leave.

If you would like some advice on recruiting a maternity cover post, please contact our dedicated Recruitment Team on (0116) 252 5639 or recruitment@le.ac.uk.

**Other useful information**

- [Flexible working](#)
- [Parental leave](#)
- [Time off to care for dependants](#)
- [Childcare](#)
- [Direct Gov - Information on Work and Families](#)