



Maternity Leave Policy

Support Staff

Our vision is to enable all to flourish.

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Responsible group: CEO

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1.0 Introduction

- 1.1 DGAT ('The Trust') is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to upholding the values of the foundation. The Trust is committed to supporting mothers to be before, during and after they return from maternity leave. This policy provides guidance on claiming maternity pay, obligations during maternity leave and statutory and contractual maternity entitlements.
- 1.2 Maternity leave is the paid and unpaid time off work that employees are entitled to when they have a baby.
- 1.3 This policy applies to support staff ('green book') employees.
- 1.4 This policy does not apply to teachers including unattached teachers ('burgundy book') because separate provisions are contained in the relevant national conditions and the Trust Maternity Policy (Support Staff). These national agreements provide that the conditions of service for such employees shall be no less favourable than those applied by the school to Green Book employees.
- 1.5 This policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the school at any time.

2.0 Informing a line manager of a pregnancy

- 2.1 The Trust understands that individuals may not want to tell their line manager/headteacher they are pregnant in the early stages. However, individuals must inform their line manager/headteacher and payroll provider by the 15th week before the expected week of childbirth.
- 2.2 Written notice must be given to the line manager/headteacher of when the employee intends to start maternity leave. A copy of the written notice along with the maternity certificate (Mat BI form) must be sent to the payroll provider. The written notice must include:
 - 2.2.1 name,
 - 2.2.2 employee number,
 - 2.2.3 due date,
 - 2.2.4 the intended start date of maternity leave,
 - 2.2.5 whether the individual wishes to be paid contractual maternity pay (CMP), they may choose to have this withheld if they are not sure when or if they will return to work.
- 2.3 If GCC provides payroll to the school the line manager also needs to complete a contract change form and send it to the school's named contact in the BSC to confirm the start date of the maternity leave.

3.0 Changing the maternity leave start date

- 3.1 The employee must give the line manager/headteacher and payroll provider 28 days written notice of the new date.
- 3.2 The employee can start maternity leave on any day of the week but not before the beginning of the 11th week before the expected week of childbirth.

4.0 Taking time off for antenatal appointments

- 4.1 The employee can take a reasonable amount of paid time off work. This must be requested from the line manager/headteacher and evidence of appointments and/or a certificate from a doctor confirming the pregnancy should be provided. An individual's partner may have the right to request unpaid time off work to accompany the employee to some antenatal appointments.
- 4.2 Partners (to include spouse, civil partner of the pregnant person and a person in a long term relationship with them) have the right to take unpaid time off work to accompany the pregnant person to up to two antenatal appointments. The time off is capped at 6.5 hours for each appointment and there is no qualifying period before employees can take up this right.

5.0 Maternity risk assessment

- 5.1 The line manager/headteacher should complete a pregnant worker's risk assessment when they are informed of the pregnancy. The line manager/headteacher should review the risk assessment at reasonable intervals during the pregnancy or if the situation changes. However, individuals are still responsible for their safety at work, and they should advise their line manager/headteacher if there are parts of their work or areas of the workplace that they think might affect their health and safety

6.0 Maternity leave entitlement

- 6.1 Employees are entitled to 26 weeks ordinary maternity leave and 26 weeks additional maternity leave. If they plan to share leave with their partner they may do so by curtailing their maternity leave – please see the shared parental leave policy for further information.
- 6.2 Maternity leave cannot be broken and must be taken as one continuous period. However, employees could consider shared parental leave which can be taken discontinuously.

7.0 Eligibility for maternity pay

- 7.1 Maternity pay will depend on length of continuous service and the pay entitlements are included at the end of this policy.
- 7.2 If an employee has been transferred into the school's employment from another organisation under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (often referred to as 'TUPE'), their length of continuous service will include any service with the previous employer.

- 7.3 Maternity pay is subject to income tax and national insurance in the same way as normal pay. If individuals are a member of the Local Government Pension Scheme, they will pay pension contributions on the maternity pay they receive.
- 7.4 During unpaid maternity leave individuals can choose whether or not to pay pension contributions. Where contributions are not paid, the period is not counted as service and therefore not included in future pension benefit calculations.
- 7.5 Employees can choose to make up these payments when they return. If they wish to do this they must contact pensions within 30 days of their return to work. Should employees have any further queries about this they should contact pensions directly.
- 7.6 Pay will go into the employee's bank account in the normal way at the end of each month. If Gloucestershire County Council provide payroll for the school, individuals will receive a letter from the BSC in the first month of maternity leave confirming:
- 7.6.1 the date maternity pay starts,
 - 7.6.2 rates of maternity pay,
 - 7.6.3 details of the period over which maternity pay will be paid.
- 7.7 If the employee is entitled to CMP they have options as to the time over which this is paid. These options can be found at the end of this policy. If employees have any questions about their maternity pay they should contact their line manager/headteacher or payroll provider.
- 7.8 If employees decide to remain in the childcare voucher scheme during maternity leave period they must be aware that the way in which contractual pay is structured will be different to the details within this policy. Information is provided in the childcare voucher scheme rules, which were signed up to when individuals joined the scheme and are available on the [Kiddivoucher website](#).
- 7.9 If an employee chooses not to receive contractual pay during this period but wishes to receive a lump sum on return then the amount the school has subsidised for the vouchers will be deducted from the lump sum. Where there is a balance, this will be paid to should the employee return for the specified period stated in this policy.
- 8.0 Illness before maternity leave starts**
- 8.1 Where an employee is absent for a pregnancy-related illness this will be managed in the same way as other sickness absence. If absence is at, or after, the beginning of the fourth week before expected week of childbirth, this will trigger the start of maternity leave. Maternity leave would then start on the day after the first day of absence.
- 9.0 Baby being born early or late**

9.1 If the baby arrives before the start of maternity leave, maternity leave will start the day after the birth. Individuals must inform their manager and payroll provider and confirm the day the maternity leave will start.

9.2 If baby arrives late this will not affect maternity leave dates.

10.0 Stillbirth, miscarriage, and death of a child shortly after birth

10.1 If the baby is stillborn at 24 weeks or more employees will still be entitled to maternity leave and statutory maternity pay (SMP).

10.2 If an employee has a miscarriage before 24 weeks they will not be entitled to maternity leave or SMP. If they are absent from work following the miscarriage this will be treated as sickness absence.

10.3 If baby is born alive but dies shortly after birth the individual will retain full rights to maternity leave and SMP.

11.0 Keeping in touch whilst on maternity leave

11.1 The employee and line manager/headteacher should agree how they will keep in contact before maternity leave starts. This will allow the manager to update employees on any important changes in the team or development opportunities.

12.0 KIT ('keeping in touch') days

12.1 'Keeping in touch' or KIT days are days worked while on maternity leave without losing maternity pay or bringing leave to an end. They allow the employee to attend training or work the occasional day to 'keep in touch' with what is happening in the workplace.

12.2 There is no obligation for individuals to work KIT days or for line managers/headteachers to offer them. Employees can agree with their line manager/headteacher to work up to a maximum of 10 days. A whole day KIT leave is deducted, regardless of whether part or a full day is worked.

12.3 Employees are not legally allowed to work during the first two weeks following the birth and this includes KIT days.

12.4 Employees cannot use KIT days to extend ordinary or additional maternity leave.

12.5 If maternity pay is greater or the same as normal pay then employees are not paid anything extra. If it is less, employees will be paid the difference.

12.6 For part-time working different hours on different days, payroll will calculate the average weekly hours over five days to determine an average day/hours pay.

12.7 Irrespective of the number of contracts an employee works there is a limit of 10 KIT days. If an employee works beyond 10 KIT days the employee will lose a full week of statutory maternity pay for any week in which they work.

13.0 Annual leave and maternity leave

13.1 Annual leave and bank holiday entitlement is the same as it would be had the individual not been off work on maternity leave.

13.2 Annual leave and bank holiday entitlement must be taken in the current year before maternity leave is started. If this is not possible and only in exceptional circumstances, this can be taken after maternity leave. In such exceptional circumstances, and where the employee returns to work in the current leave year, they may take annual leave when they return. If they return in the next annual leave year, they will be entitled to carry over their entitlement.

13.3 If an individual is not sure whether they are going to return to work they should discuss with their manager whether they only take a proportion of their leave. Any excess holiday taken will have to be repaid.

14.0 Appraisal/pay progression and maternity leave

14.1 Where possible the line manager/headteacher will conduct an appraisal prior to the commencement of maternity leave and this together with performance in previous appraisal periods will inform the outcome of the current appraisal period and any subsequent pay recommendations.

15.0 Redundancy and maternity leave

15.1 If the role becomes redundant whilst the individual is off work on maternity leave the Trust and school will try to re-deploy them and where possible they will be offered suitable alternative employment, with a period of temporary safeguarding of salary if appropriate.

15.2 An employee on maternity leave, and employees who have returned to work within 18 months after the birth of a child following maternity leave must be offered an alternative job if a suitable alternative is available. While the school and Trust will make every reasonable effort to offer alternative employment, if no suitable vacancy exists the position will be made redundant. Employees are reminded that the unreasonable refusal of an offer of suitable alternative employment will lead to loss of entitlement to a redundancy payment.

15.3 If an individual is made compulsorily redundant whilst on maternity leave (whether 'ordinary' or 'additional' leave) and as a result they are unable to fulfil the requirement to return to work for three months, they will not be required to repay CMP.

15.4 If an individual chooses to apply for voluntary redundancy whilst they are on ordinary or additional maternity leave and this is accepted and as a result, they are unable to fulfil

the requirement to return to work for three months, they will be required to repay any CMP they have already received.

- 15.5 If an employee applies (and is accepted) for voluntary redundancy after they have returned to work following ordinary or additional maternity leave, they will not be required to repay any CMP previously received, provided they will have completed three months employment between the date of the return from maternity leave and the date on which their employment with the school and Trust ends.
- 15.6 If an individual's role is made redundant whilst on maternity leave, they will be paid on normal pay for the contractual notice period. If the individual qualifies for statutory maternity pay (SMP), any remaining SMP will be paid to them in a lump sum at the end of their employment.
- 15.7 Maternity leave and employment will finish at the end of the redundancy notice period if the school is unable to redeploy the individual.

16.0 Returning to work from maternity leave

- 16.1 Employees will receive confirmation of their return to work date when they start their maternity leave. If they wish to return before this they must give their line manager/headteacher 21 days written notice of the date they would like to return.
- 16.2 If the employees' pay is processed by Gloucestershire County Council the manager must also confirm the return to work date on a contract change form and send this to the relevant payroll provider, to ensure normal pay is reinstated.
- 16.3 If the individual wishes to work different days or hours upon their return they will need to make a flexible working request. For further information please refer to the right to request flexible working policy.
- 16.4 If an individual decides not to return to work following maternity leave, they must resign in writing giving the appropriate notice, sending a copy to their line manager/headteacher.
- 16.5 If for any reason other than redundancy (see above), the employee does not return to work for the same employer under a contract of employment for 3 months they will not be entitled to contractual maternity pay (CMP). If they have already received this, they will be required to pay it back.

17.0 Maternity pay entitlements

- 17.1 Contractual maternity pay (CMP) is what the school pays, and it is calculated on the actual weekly pay the employee would have been due under their contract of employment had they not been on maternity leave.
- 17.2 Statutory maternity pay (SMP) is what the state pays (for the current SMP rate please refer to the [government website](#)). The following factors may affect the entitlement to SMP:

- 17.2.1 late notification of pregnancy,
- 17.2.2 no medical evidence of the expected week of childbirth,
- 17.2.3 being outside the EEC after the 11th week before baby is due (this does not apply to all countries and employees so advice should be sought from the Benefits Agency),
- 17.2.4 being taken in to legal custody,
- 17.2.5 level of earnings not above the National Insurance earnings limit.

Length of continuous service*	Pay entitlement
<ul style="list-style-type: none"> • Less than 26 weeks at the 15th week before the baby is due • Less than one year service at the 11th week before the baby is due 	<ul style="list-style-type: none"> • No SMP • No CMP • Possible entitlement to maternity allowance (<i>Contact Department of Work and Pensions for advice</i>)
<ul style="list-style-type: none"> • More than 26 weeks at the 15th week before the baby is due • Less than one year at the 11th week before the baby is due 	<ul style="list-style-type: none"> • Entitled to SMP (<i>subject to sufficient earnings</i>) • No CMP
<ul style="list-style-type: none"> • Less than 26 weeks at the 15th week before the baby is due • More than one year at the 11th week before the baby is due 	<ul style="list-style-type: none"> • No SMP • Entitled to CMP • Possible entitlement to maternity allowance
<ul style="list-style-type: none"> • More than 26 weeks at the 15th week before the baby is due • More than one year at the 11th week before the baby is due 	<ul style="list-style-type: none"> • Entitled to SMP (<i>subject to sufficient earnings. If not, the employee may be entitled to maternity allowance</i>) • Entitled to CMP

17.4 *Continuous employment is when an employee has worked for one employer or associated employer without a break e.g., staff who have moved schools but continuously worked for local authority schools will have continuous employment for the purpose of maternity pay. Staff transferring between schools and academies under TUPE keep their existing continuity of service for the purpose of maternity pay.

17.5 If an employee is entitled to SMP and CMP it is paid as follows.

Week	Pay
Weeks one – six	Six weeks at 90% of full weekly pay (SMP)
Weeks seven-18	12 weeks' half pay (CMP) if the employee qualifies plus SMP or maternity allowance. Employees can choose to have half pay paid in one of the following ways:

	<ul style="list-style-type: none"> • over 12 weeks - weeks seven-18 (employees will be paid this way unless they choose one of the other two options) • over 20 weeks - weeks seven-26 (assuming that an individual is taking their full entitlement to ordinary maternity leave). This would result in a lower sum per week. • in one lump sum once the individual has returned to work (this would apply where they are unsure as to whether they wish to return to work after the maternity leave period). <p><i>The amount received must not exceed normal full pay.</i></p>
Weeks 19-39	21 weeks SMP (or maternity allowance if an employee does not qualify for SMP).