

# Maternity Policy



## Grass Roots Nursery Group: Maternity Leave

### Purpose:

To outline the rights and responsibilities of employees taking maternity leave at Grass Roots Private Day Nursery, ensuring compliance with legal requirements and providing clear guidance for both employees and the nursery.

### Key Points:

- **Notification:** Employees must notify the nursery manager of their pregnancy as soon as possible and provide a MATB1 form by the 15th week before the expected week of childbirth.
- **Maternity Leave Duration:** Employees are entitled to up to 52 weeks' leave, including 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave. They must take at least two weeks immediately after childbirth.
- **Maternity Pay:** Employees may be eligible for Statutory Maternity Pay (SMP) based on their National Insurance contributions.
- **Keeping in Touch Days:** Employees can work up to 10 paid "keeping in touch" days during their leave, with the manager's agreement.
- **Returning to Work:** Employees have the right to return to their previous job or a suitable alternative. They can request flexible working arrangements to help with childcare.
- **Health and Safety:** The nursery will conduct risk assessments for pregnant employees to ensure a safe working environment.
- **Sickness Leave:** If a pregnancy-related illness occurs after the 15th week before the expected week of childbirth, maternity leave may begin from the date of illness. Otherwise, normal sick leave procedure applies.

### Additional Considerations:

- **Shared Parental Leave:** Employees may be eligible for shared parental leave with their partner, allowing them to share some of the maternity leave.
- **Adoption Leave:** Similar rights and entitlements apply to employees adopting a child.
- **Surrogacy:** The policy may need to be adapted to address specific circumstances related to surrogacy.

### Detailed Procedures:

#### 1. Notification of Pregnancy:

- Employees must notify the nursery manager in writing as soon as reasonably practicable of their pregnancy.
- A MATB1 form must be provided by the 15th week before the expected week of childbirth.

#### 2. Commencing Maternity Leave:

- Maternity leave can commence at any time after the 11th week before the expected week of childbirth.
- If the baby is born early, leave starts from the date of birth.

#### 3. Giving Notice of Intention to Take Maternity Leave:

- The employee must notify the nursery manager in writing by the end of the qualifying week (15th week before the expected week of childbirth).
- The notification must include the expected week of childbirth and the intended start date of maternity leave.
- A MATB1 form must be provided.
- The employee can change their mind about the start date but must give at least 28 days' notice.

#### **4. Failure to Give Notice:**

- Failure to give required notifications may result in a delay in the start of maternity leave.

#### **5. Time Off for Antenatal Care:**

- Employees are entitled to reasonable paid time off for antenatal appointments.
- They must provide evidence of the appointment.
- Partners may also take unpaid time off to accompany the pregnant woman to two antenatal appointments.

#### **6. The Employment Contract:**

- While on maternity leave, employees retain their employment terms and conditions, except for remuneration.
- Pension contributions may continue for the paid part of maternity leave.

#### **7. Entitlement to Annual Leave and Bank Holidays:**

- Employees accrue annual leave during maternity leave and can take it before or after their leave.
- They may take bank holidays in lieu upon return.

#### **8. The Length of Maternity Leave:**

- Employees are entitled to up to 52 weeks of maternity leave, including 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave.
- They must take at least two weeks immediately after the birth of the child.

#### **9. Maternity Pay:**

- Employees may be eligible for Statutory Maternity Pay (SMP) based on their National Insurance contributions.
- The rate of SMP varies depending on earnings.
- Employees not eligible for SMP may be eligible for Maternity Allowance.

#### **10. Stillbirth:**

- In the event of a stillbirth after 24 weeks of pregnancy, maternity rights continue to apply.

#### **11. Returning to Work:**

- Employees must give at least eight weeks' notice of their intention to return to work.
- If the employee fails to give notice, their return may be delayed.
- Upon return, employees have the right to return to their previous job or a suitable

alternative.

- They can request flexible working arrangements to help with childcare.

## **12. Health and Safety:**

- The nursery will conduct risk assessments for pregnant employees to ensure a safe working environment.
- If necessary, the employee may be moved to a suitable alternative role or suspended on full pay until the start of maternity leave.

## **13. Pregnancy and Sick Leave:**

- If the employee is absent due to a pregnancy-related illness after the 15th week before the expected week of childbirth, maternity leave may begin from the date of illness.
- Otherwise, normal sick leave procedures apply.

## **14. Associated Documentation and Further Information:**

- The nursery will provide relevant information and resources to employees on maternity leave.

**By following these procedures and adhering to legal requirements, Grass Roots Private Nursery Group aims to support employees during their maternity leave and ensure a smooth transition back to work.**