



MATERNITY LEAVE SCHEME – ALL STAFF

1. Maternity Leave Entitlement

- 1.1 A female member of staff, regardless of length of service, is entitled to take Maternity Leave for the birth of each child. The arrangements for Maternity Leave set out below incorporate the respective benefits and requirements of the University's Maternity Leave Scheme and SMP.

2. Notification of Maternity Leave

- 2.1 A member of staff should consult at the earliest opportunity with her Head of Department regarding her pregnancy and her expected Maternity Leave, for the purposes of departmental planning.
- 2.2 Formal notification of intention to take Maternity Leave (Appendix A) should be made to the Human Resources Department, with as much notice as reasonably practicable, but **not later than the end of the fifteenth week before the Expected Week of Childbirth (EWC)**, supported by the original medical certificate available from the midwife or GP (Form Mat B1) which gives the expected week of childbirth. The member of staff should also send her Head of Department a copy of these notifications.

3. Commencing Maternity Leave

- 3.1 Maternity Leave may commence no earlier than the beginning of the eleventh week before the expected week of childbirth.
- 3.2 It will be automatically triggered if the member of staff is absent due to a pregnancy-related illness during the four week period starting on the Sunday of the fourth week before the expected week of childbirth. In these circumstances, the member of staff must notify the Human Resources Department in writing of the reason for her absence as soon as it is reasonably practicable to do so and should also send her Head of Department a copy of this notification.
- 3.3 When the Maternity Leave period commences because of the premature birth of the child, the member of staff must notify the Human Resources Department in writing as soon as it is reasonably practicable to do so, enclosing the Medical Certificate (Form Mat B1), if this has not already been forwarded.
- 3.4 On receipt of formal notice of intended Maternity Leave, the Human Resources Department will inform the member of staff of her entitlement to the proposed absence, draw her attention to the provisions below concerning 'Return to Work' and report details of the Maternity Leave to the Leave of Absence Committee.

- 3.5 A member of staff who has provided the University with formal notice of the date on which her absence due to pregnancy and childbirth will begin, can begin her absence at another date (but not more than eleven weeks before her expected week of childbirth). The member of staff should inform the Human Resources Department and her Head of Department, in writing giving twenty eight days notice, or as soon as is reasonably practicable, of any such change in the date of commencement of her absence.
- 3.6 All periods of Maternity Leave will commence on a Sunday. Where individual circumstances result in the period of Maternity Leave unexpectedly starting midweek, the period of Maternity Leave will be deemed to have commenced on the Sunday immediately preceding the birth.

4. Maternity Leave Period

- 4.1 **The University's Maternity Leave Scheme allows for a maximum Maternity Leave period of fifty two weeks regardless of length of service.** During this period, the member of staff is entitled to the benefit of all those contractual terms that she would have enjoyed had she not been absent – with the exception of remuneration which shall be as outlined in this scheme.
- 4.2 There shall be no distinction between live and still births in the granting of Maternity Leave.
- 4.3 It is a statutory requirement that a member of staff shall have a compulsory period of two weeks leave commencing on the date of the birth of her child.

5. Ante-Natal Care

- 5.1 A female member of staff, regardless of length of service, has an entitlement to reasonable paid time off (including travel time) to attend ante-natal care and/or parenting classes arranged on the advice of a registered medical practitioner, registered midwife or registered health visitor. The Head of Department will not unreasonably refuse consent but may request (except for the very first appointment) that the member of staff produce an official appointment card, where appropriate, showing that the appointment has been made. (Ante-natal care can include medical examinations, relaxation classes and parentcraft classes.)

6. Payments During Maternity Leave

- 6.1 A member of staff will receive the following payments:
- First eight weeks' leave on full salary (this is inclusive of entitlement to Statutory Maternity Pay payable during the eight week period)
 - Next sixteen weeks' leave on half salary plus Statutory Maternity Pay as entitled, paid to the extent that full normal salary is not exceeded
 - Next two weeks paid at flat rate SMP
 - Up to twenty six further weeks unpaid

NB: For information:

Statutory Maternity Pay is paid to a woman for a maximum of twenty six weeks provided she has twenty six weeks' continuous service at a date fifteen weeks before her expected week of childbirth. The woman must have average earnings at or above the lower earnings limit. The current benefit levels are: first six weeks at 90% of average weekly earnings and the next twenty weeks at 90% of average weekly earnings, or the flat rate statutory allowance, whichever is lower.

7. Pension Contributions

- 7.1 During the period of unpaid Maternity Leave, the University will continue to maintain both the employer's and employee's superannuation contributions in respect of the member of staff concerned at the salary/wage to which she would have been entitled had she not been absent.

8. Repayment of Maternity Pay

- 8.1 In the event that a member of staff fails to return to work after a period of Maternity Leave, or returns to work but fails to continue in employment for at least three months, the University will normally require the member of staff concerned to repay the non-statutory element of the maternity pay received (see information below).

9. Return to Work

- 9.1 A member of staff may at any time consult with her Head of Department regarding the end of her Maternity Leave, for the purposes of departmental planning.
- 9.2 The member of staff is requested to give at least twenty eight days' notice to the Human Resources Department, and the Head of Department of her intention to return to work on a given date.
- 9.3 Requests for a change in the notified date of return should be made in writing to the Human Resources Department, with a copy to the Head of Department, as soon as possible.
- 9.4 The Employment Rights Act now provides employees who are parents of children under the age of six with the right to request a return to work on flexible working conditions. The University's Family Friendly suite of policies will provide more information.

10. Salary on Return to Work

- 10.1 On her return to work, the member of staff shall be placed on the salary scales at the point to which she would have normally progressed at that time, as if she had not been absent.

11. Parental Leave

- 11.1 A member of staff may be entitled to Parental Leave, which may be taken immediately after Maternity Leave. See University Policy on Parental Leave.

12. Health and Safety

- 12.1 Legislation places on the University obligations to new and expectant mothers to ensure that they are not exposed to risks that could cause harm. When a member of staff informs the Head of Department of her pregnancy/childbirth, the Head of Department (or his/her appointed Deputy) and the member of staff will meet and discuss, in confidence, any potential risk arising from their work. Risks include those to the unborn child or child of a member of staff who is still breastfeeding – not just risks to the mother herself. The Occupational Health Physician is available to give confidential professional advice, to both or either party.

JMO/LJ

Maintained by Human Resources Department



CONFIDENTIAL

To: Human Resources Department
The University of Liverpool
Foundation Building

I enclose a Medical Certificate (MAT B1) confirming that I am pregnant.

Will you please accept this notification of my Maternity Leave.

My attention has been drawn to the right of the University 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.

The date on which I wish to commence Maternity Leave is:

Signature

Name: (Block Capital please).....

Department:

Telephone Number: (University
Extension).....

Date:
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