



# Maternity Leave and Pay Policy

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<b>Part of Trust’s publication scheme</b>	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

All Trust policies can be provided in alternative formats.

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## 1. Introduction

- 1.1 Here at EEAST we know that having a new child is an important and exciting time and we are committed to positively supporting you during your pregnancy, maternity leave and return to work.

## 2. Purpose

- 2.1 This policy is designed to be inclusive of all pregnant employees. Although we recognise that you may not identify with the legal term 'maternity', where used this term includes all pregnant parents.
- 2.2 This policy is a guide for both you and your line manager outlining your rights if you are pregnant or have recently given birth, including time off for antenatal appointments and entitlement to maternity leave and pay.

## 3. Scope

- 3.1 This policy applies to all EEAST employees who are pregnant, including surrogate birth parents. It does not apply to casual or agency workers.

## 4. Duties

- 4.1 Managers are responsible for:
- actioning requests for maternity leave in accordance with this policy and in a way that does not discriminate,
  - conducting a risk assessment for new and expectant/pregnant employees at work using the appropriate forms,
  - informing the HR representative as soon as practicable.
- 4.2 Managers, HR, and Trade Union Representatives are responsible for providing advice and guidance to employees on the application of this policy.
- 4.3 If you wish to take maternity leave you are responsible for:
- complying with the application process and timescales specified in this policy,

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- reporting any changes in your pregnancy, or any complications that may occur, that will affect your work or ability to perform your daily tasks,
- informing your line manager of any changes to agreed leave dates in line with the notice periods outlined in this policy.

### 5. Definitions

5.1 The following definitions are used in this policy:

- Expected week of childbirth (**EWC**) means the week, starting on a Sunday, when your doctor or midwife expects you to give birth.
- Qualifying week means the 15<sup>th</sup> week before your EWC.
- Statutory Maternity Pay (**SMP**) is a payment made to eligible employees for up to 39 weeks (see Section 8 for eligibility criteria).
- Contractual (Occupational) Maternity Pay (**OMP**) is a payment made to eligible employees on top of SMP (see Section 8 for eligibility criteria).

### 6. Letting us know

6.1 You are encouraged to let your line manager know that you are pregnant as soon as you feel comfortable to, so that decisions can be made regarding your health, safety, and wellbeing (see Section 7).

6.2 To receive your entitlements you are required to notify your line manager of your intention to take maternity leave by the end of the qualifying week (see Section 5), or if this is not possible, as soon as is reasonably practicable thereafter. You should do this by completing the **Maternity Leave Notification Form (POL084-01)**.

6.3 On receipt of your completed Maternity Leave Notification Form, your line manager will:

- forward you a copy of the **Maternity Support Plan (POL084-02)**, or you can access this yourself on the intranet.

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- arrange to meet with you as soon as possible to review and provide support in line with the Maternity Support Plan, including to complete a risk assessment, discuss any reasonable adjustments / temporary redeployment, annual leave arrangements, and complete any necessary paperwork.
- Respond, or liaise with HR for a response, in writing within 28 days using the template **Maternity Leave Acknowledgment letter (POL084-06)**, letting you know your paid and unpaid leave entitlements, your expected date of return to work, and the requirement to give at least 28 days' notice if you wish to return to work before the expected return date.

### 7. **Health and Safety (pre and post birth)**

- 7.1 Your line manager will arrange to complete a **New or Expectant Mothers Risk Assessment (POL084-03)** as soon as they receive written notice that you are pregnant, have given birth in the last 6 months or are breastfeeding.
- 7.2 During the risk assessment they will inform you of any risks to you or your baby that have been identified, and the proposed steps to eliminate or reduce them. This may mean altering your hours, changing your working conditions, or offering you suitable alternative work for which you will receive your normal rate of pay, e.g., if you work patient-facing duties you may be temporarily transferred from operational duties.
- 7.3 Where it is not reasonably practicable to offer suitable alternative work, a decision may be made to place you on management stand-down on full pay until the risk to you or your baby has been removed.
- 7.4 If you are breastfeeding, or you intend to, please refer to our Breastfeeding Policy for more information.

### 8. **Eligibility**

#### 8.1 **Maternity Leave**

- 8.1.1 All pregnant employees are entitled to take 52 weeks' maternity leave, made up of 26 weeks' ordinary maternity leave (OML)

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8.1.2 You can decide how much maternity leave you wish to take. However, you must take at least two weeks of compulsory maternity leave immediately after your child is born.

## 8.2 Statutory Maternity Pay (SMP)

8.2.1 SMP is payable for up to 39 weeks of your maternity leave if you meet all the following conditions:

- You have been continuously employed for at least 26 weeks at the end of your qualifying week,
- You have weekly average earnings (in the eight weeks prior to the qualifying week) of at least the lower earnings limit for national insurance contributions,
- You have met the notification rules as detailed in section 6.2,
- You provide a MAT B1 form from your midwife or GP (usually issued 20 weeks before the due date) giving the EWC,
- You continue to be employed up to the start of qualifying week.

8.2.2 The rate of SMP is included in Table 1:

Table 1		
Weeks	Pay	Pay
1-6	90% of your average weekly earning	6 weeks
7-39	A rate set by the government for the relevant tax year, or at 90% of your average weekly earnings (whichever the lower)	33 weeks
40-52	Unpaid	13 weeks

8.2.3 If you are not entitled to SMP, you may qualify for maternity allowance (MA) from the government. Payroll will provide an SMP1 Form, and you should follow the instructions on this form to make a claim.

## 8.3 NHS Contractual Maternity Pay (OMP)

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8.3.1 You will be entitled to OMP if you meet all the following conditions:

- You have 12 months continuous service with one or more NHS employer at the beginning of the 11<sup>th</sup> week before the EWC (Section 5),
- You have met the notification rules as detailed in section 6.2,
- You provide a MAT B1 form from your midwife or GP (usually issued 20 weeks before the due date) giving the EWC,
- You intend to return to work on contracted hours, with EEAST or another NHS employer, for a minimum of 3 months after your maternity leave has ended.

8.3.2 The rate of OMP is included in Table 2:

<b>Weeks</b>	<b>Pay</b>	<b>Duration</b>
1-8	Full pay (less any SMP or maternity allowance receivable)	8 weeks
9-26	Half of full pay, plus any SMP or maternity allowance receivable (this will not exceed full pay)	18 weeks
27-39	Any SMP or maternity allowance entitlements under the statutory scheme	13 weeks
40-52	Unpaid	13 weeks

Full pay is calculated using the average earnings in the eight weeks prior to the last pay day before the notification week (earnings are based on what is paid and not what was worked)

8.3.3 You can arrange for your OMP (not SMP) to be averaged and paid as a fixed amount up to the full 52 weeks. Please speak to your line manager and/or HR representative if you would like to arrange this, or if you would like to receive a forecast of your maternity pay.

### 8.4 **Time off for antenatal appointments**

8.4.1 If you are pregnant, you have the right to paid time off for antenatal care. Antenatal care may include relaxation and



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parent craft classes, in addition to medical examinations, screening tests and any midwife appointments.

- 8.4.2 After your first appointment, we may ask you to provide proof of your further antenatal appointments such as an appointment card or an equivalent document confirming your booking.
- 8.4.3 Wherever possible you should try to arrange antenatal appointments outside your core hours, or near to the start or end of your working day and give your line manager as much notice as possible. These will be recorded on your Maternity Support Plan and GRS, as appropriate.
- 8.4.4 Your partner, whether opposite or same sex (including spouse, civil partner or a person you are in a long-term relationship with), has a statutory right to unpaid time off to accompany you to two antenatal appointments. Unpaid leave, up to six and a half hours per appointment can be accessed. If your partner works for EEAST they would need to contact their line manager to request time off in line with our Special Leave Policy.

## 8.5 **Shared Parental Leave**

- 8.5.1 If you and your partner meet the eligibility and notice requirements, you may choose to end your maternity leave and pay early and take shared parental leave instead. This will enable you and your partner to take it in turns to have periods of leave to care for your child, return to work while your partner takes leave, or take leave at the same time as each other.
- 8.5.2 Further information can be found in our Shared Parental Leave Policy.

## 9. **Sickness Absence**

### 9.1 **Non-pregnancy related sickness absence**

- 9.1.1 Any sickness absence not related to your pregnancy will be treated in accordance with the Sickness Absence Management Policy.

### 9.2 **Pregnancy-related sickness absence**

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- 9.2.1 You must notify your line manager as soon as reasonably practicable that you are absent for a pregnancy-related sickness and the date that your sickness / absence began.
- 9.2.2 This absence will be recorded on GRS in the usual way and will be discussed with you through return-to-work interviews and informal meetings. Your line manager should seek guidance and support from HR and Occupational Health (OH) where required.
- 9.2.3 If necessary, your risk assessment will also be reviewed to ensure any changes to health during your pregnancy can be identified and action taken to support you to be at work.
- 9.2.4 If any pregnancy-related sickness absence continues into, or starts within, the four weeks immediately before your EWC, your maternity leave may be triggered; it will normally start at the beginning of the 4<sup>th</sup> week before your EWC or the beginning of the next week after you last worked, whichever is the later.
- 9.2.5 Incidental days of pregnancy-related sickness absence during this period may be disregarded for the purposes of commencement of maternity leave if you wish to continue working.

To work out the four weeks before your EWC,  
find the Sunday at the start of your EWC and  
count back four Sundays.

## 10. **Changing your maternity leave start date**

- 10.1 If you wish to change your maternity leave start date you must inform your line manager by completing the **Change of Maternity Leave Start Date Notification Form (POL084-04)** at least 28 days before your intended new maternity leave start date, unless this is not possible.
- 10.2 On receipt your line manager will write to you within 28 days of the start of your maternity leave confirming the revised date that you must return to work based on your full 52-week entitlement.

## 11. **Pre-term birth**

- 11.1 If your baby is born alive prematurely, you will be entitled to the same amount of maternity leave and pay as if your baby was born at full term.
- 11.2 Where your baby is born before the 11<sup>th</sup> week before the EWC and:
- you have worked during the actual week of childbirth, your maternity leave will start on the first day of your absence, **or**
  - you have been absent from work on certified sickness absence during the actual week of childbirth, your maternity leave will start on the day after the day of birth.
  - in either of the above situations, if your baby is in hospital, you may split your maternity leave entitlement, taking a minimum period of two weeks' leave immediately after childbirth and the rest of your leave following your baby's discharge from hospital.
- 11.3 Your line manager should take advice from their HR representative, and ensure that both payroll and GRS are updated with the changes.

## 12. **Starting maternity leave**

- 12.1 You can start your maternity leave at any time from the Sunday at the beginning of the 11<sup>th</sup> week before your EWC.

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- 12.2 Your maternity leave will usually start on the date that you have chosen, unless:
- your baby is born before your chosen start date, in which case your maternity leave will start on the day after you give birth; or
  - you are absent for a pregnancy-related reason, see Section 9.
- 12.3 You must let your line manager know as soon as you can if you give birth before your intended maternity leave start date. This is so that they can make changes to your maternity leave and pay dates by completing an updated HR2a form. Any delay may result in an overpayment.

### 13. Keeping in Touch

- 13.1 As part of your Maternity Support Plan, and before going on maternity leave, you should discuss and agree with your line any arrangements for keeping in touch during your maternity leave. This may include:
- any voluntary arrangements that may help you keep in touch with developments at work, and nearer the time, to help facilitate your return,
  - keeping your line manager in touch with any developments that may affect your intended date of return.
- 13.2 KIT days are intended to facilitate a smooth return to work, and you may work up to a maximum of 10 KIT days (75 hours) as follows:
- they will not bring your maternity leave to an end,
  - they will not extend your maternity leave period,
  - you cannot work them during the two weeks of compulsory maternity leave immediately after your baby's birth,
  - they can be worked consecutively or not, and can include training or other activities which enable you to keep in touch with the workplace,

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- working for part of a day will count as one KIT Day, i.e., attending a training course for 2 hours will be classed as using one of your KIT days,
- you will be paid equivalent to full pay for the actual hours worked, less any applicable OMP or SMP. Your line manager will arrange for an HR2a form to be completed. Once you have signed this, your line manager will authorise and send to HR Support Services to arrange payment,
- if you work a KIT Day in the full pay period, your line manager will make arrangements to add the total number of hours worked to your GRS record (time owing) to be taken once you have returned to work,
- if you work a KIT Day in the half pay period, your line manager will make arrangements to add half of the total number of hours worked to your GRS record (time owing) to be taken once you have returned to work,
- to enable you to take up the opportunity to work KIT days, we will consider the reimbursement of reasonable receipted childcare costs up to a maximum of £40 per day (based on average childminder costs in England from The Family and Child Care Trust Survey). Each case will be considered by the budget holder on an individual basis. Please note that this may have tax implications.

### 14. Return to work

- 14.1 You have the right to return to your job under your original contract and on no less favourable terms and conditions.
- 14.2 If you intend to return to work at the end of your full maternity leave, you will not be required to give any further notification to your line manager.
- 14.3 If you wish to return to work early you must give at least 28 days' notice by completing and returning the **Change of Maternity Leave Return Date Notification Form (POL084-05)**.
- 14.4 As part of your pre-turn to work meeting (see Maternity Support Plan), your line manager will arrange completion of an HR2a

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form to confirm your return from maternity leave. Once you have signed this, your line manager will authorise and submit to HR Support Services. If this is not completed and submitted by the payroll cut-off date, it may result in a delay to your salary being reinstated.

- 14.5 If you do not intend to return to work, for EEAST or another NHS employer, for a minimum of three months after your maternity leave has ended, you may still be entitled to SMP (see Section 8.2).

## 15. Return on Flexible Working Arrangements

- 15.1 If you wish to return to work on different hours, please discuss this as part of your Maternity Support Plan and submit an application under our Flexible Working Arrangements Policy. Your line manager will facilitate this, wherever possible.

The process can take up to 14 weeks to complete, so please allow sufficient time for your Flexible Working Application to be considered prior to your return to work.

- 15.2 If it is agreed that you will return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period, this will not affect your right to return to your job under your original contract, at the end of the agreed period.
- 15.3 If it is not possible to agree your request, your line manager will provide you with written, objectively justifiable reasons and an opportunity to appeal against the decision.
- 15.4 A refusal of a flexible working request does not affect your right to return to your job under your original contract, or to return to work on the same pay band and work of a similar nature and status (with the requested reduced hours).

## 16. Sickness following the end of maternity leave

- 16.1 If you are absent due to sickness following the date you were due to return to work, normal sickness absence provisions will apply as necessary and in line with our Sickness Absence Management Policy.

## 17. **Failure to return to work**

- 17.1 If you notified us of your intention to return to work and you fail to return to EEAST or a different NHS employer for a total of 3 months within 15 months of the beginning of your maternity leave, you will be liable to refund the whole of your maternity pay (OMP), less any SMP received.
- 17.2 If you return to a different NHS employer, HR will liaise with Finance, and the employer will be informed of this financial obligation and asked to provide evidence to support the compliance of this requirement.
- 17.3 In exceptional circumstances, we may waive the right to recover OMP where this would cause extreme hardship or distress. Authorisation to do this would require the agreement of the Director of Finance.
- 17.4 For those on fixed-term contracts, where there is no right of return to be exercised because the contract would have expired if pregnancy and childbirth had not occurred, the repayment provisions set out in Section 17.1 do not apply.

## 18. **Contractual rights**

- 18.1 Maternity leave (both OML and AML) does not constitute a break in service, and all the terms and conditions of your contract except pay will continue. Your pay will be replaced with OMP and/or SMP if you are eligible for it. Your other benefits will continue as set out below.
- 18.2 **Pay Band Progression**
- 18.2.1 While on maternity leave you will progress through your pay step on the date the pay step is due unless a pay-step review meeting has taken place prior to the commencement of maternity leave which confirmed that the required standards for pay progression would not be met.
- 18.2.2 If a pay-step review cannot be held prior to your pay-step date the pay-step point should be automatically applied in your absence.



### 18.3 **Accrual of annual leave**

18.3.1 You will continue to accrue your contractual annual leave entitlement during your maternity leave.

18.3.2 You should make every effort to take any outstanding annual leave before commencing maternity leave or immediately after your maternity leave has ended. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed with your line manager as part of your Maternity Support Plan.

18.3.3 Payment in lieu may be considered as an option where accrual of annual leave exceeds normal carry over provisions, providing this would not cause a breach of the Working Time Regulations 1998.

### 18.4 **Pension**

18.4.1 Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Pension Scheme Regulations.

### 18.5 **Lease car**

18.5.1 If you have a lease car you are contractually entitled to retain this benefit during maternity leave and will still be deducted pay for private use. If you drop to no pay during maternity leave, the deductions will be accumulated and recovered with higher deductions from pay when you return to work.

18.5.2 If you lease a vehicle through EEAST you should seek your own advice regarding personal tax / any HMRC rules and tax implications prior to commencing maternity leave.

## 19. **Baby Loss Support**

19.1 We recognise that it may be difficult to think about practicalities if you have lost a baby, however this section aims to let you know what support is available to you once you have let your line manager know.

### 19.2 **Miscarriage**



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- 19.2.1 A miscarriage is the loss of a baby before the end of the 24<sup>th</sup> week of pregnancy. If you have not told us that you are pregnant, you do not have to tell us that you have had a miscarriage, however if you do let your line manager know at an early stage, they can provide any necessary support.
- 19.2.2 If you have notified us and you already have a Maternity Support Plan in place, this will no longer be completed, however your line manager will continue to provide support based on your individual circumstances.
- 19.2.3 If the HR2a form confirming the start of your maternity leave has been completed and submitted, your line manager must ensure that Payroll are updated so that the form is not enacted. They should speak to their HR representative for advice if needed.
- 19.2.4 Although there is no statutory right for maternity leave, normal sickness absence provisions will apply as necessary.

### 19.3 **Stillbirth**

- 19.3.1 If you have lost a baby after 24 weeks of pregnancy, you will be eligible for maternity leave and pay in line with the eligibility section of this policy. Maternity leave starts on the day after the date of delivery. If you would like to take maternity leave, you should tell your line manager about the stillbirth as soon as reasonably possible.
- 19.3.2 To receive SMP you must provide a copy of your MAT B1 certificate, if you have not already done this, within three weeks of your maternity pay starting. This period can be delayed until up to 13 weeks after if there is a good reason for the delay.
- 19.3.3 While the legal name for your time off is maternity leave, and it will be recorded as this on ESR and GRS, your line manager will be sensitive to your preferences and will be led by you when having conversations about your leave.
- 19.3.4 If you have a Maternity Support Plan in place, this will no longer be completed, however your line manager will continue to provide support and discuss your return to work in line with a **Baby Loss Support Plan (POL084-07)**.

19.3.5 In addition to your entitlements above, you are also entitled to take Child and Baby Bereavement Leave. Please see our Special Leave Policy for further information.

## 20. **Fertility Treatment**

- 20.1 Although there is no legal right to paid time off for fertility treatment, we understand that you may wish to take time away from work for this. Your line manager will endeavour to be supportive by providing time off using annual leave, time off in lieu (TOIL), or by planning shift patterns to accommodate appointments / treatment plans, where this is practicable and does not adversely affect service. Applications should be made under the usual procedures.
- 20.2 We also understand that you may need to take time off at short notice to attend appointments, and that the time off you need may vary. Please refer to our Special Leave Policy for further information on how to make an application.
- 20.3 If you are undertaking fertility treatment and you wish to be considered for temporary redeployment or temporary adjustments to your role, e.g., change to your start and finish time, working from home or elsewhere (hybrid working), please discuss this with your line manager.
- 20.4 From the point of implantation of fertilised ova, you will be considered pregnant and will have the same rights and responsibilities as other pregnant employees for two weeks from this date or until a pregnancy test is carried out. If positive, this policy will apply. If negative, this policy will cease to apply.

## 21. **Fixed-term contracts / training contracts**

- 21.1 If you are on a fixed-term or training contract and you are eligible for OMP, but your contract will expire after the qualifying week (i.e., after the 11<sup>th</sup> week before the EWC), you will have your contract extended to enable you to receive 52 weeks maternity leave (including OMP and SMP). You will not have any entitlement to a role with EEAST at the end of your maternity leave unless you have been selected for another role through a competitive interview.

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- 21.2 If you are on a fixed-term or training contract and you do not meet the twelve months continuous service requirement for OMP, you may still be eligible for SMP. You should contact your line manager / HR representative for advice in this situation.

## 22. **Withdrawing the right to OMP**

- 22.1 You are only entitled to OMP whilst you are employed by EEAST. If your employment comes to an end, during the qualifying period or during maternity leave, so does your entitlement to OMP. An example of this would be dismissal.
- 22.2 This does not prevent you claiming SMP if you have met the qualifying conditions.

## 23. **Policy review**

- 23.1 This policy will be reviewed on a three yearly basis or amended in the light of new employment legislation and/or relevant case law.

## Appendix A

## Equality Impact Assessment

EIA Cover Sheet		
Name of process/policy	Maternity Leave and Pay Policy	
Is the process new or existing? If existing, state policy reference number	Existing (POL084)	
Person responsible for process/policy	HR	
Directorate and department/section	People Services	
Name of assessment lead or EIA assessment team members	Michele Murray / Celia Oke	
Has consultation taken place? Was consultation internal or external? (please state below):	Internal consultation through HR Policy Subgroup members	
The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state)	

### Equality Analysis

What is the aim of the policy/procedure/practice/event?

**This policy is a guide for employees and line managers outlining pregnant employees rights if they are pregnant or have recently given birth, including time off for antenatal appointments and entitlement to maternity leave and pay.**

Who does the policy/procedure/practice/event impact on?

<b>Race</b>	×	<b>Religion/belief</b>	×	<b>Marriage/Civil Partnership</b>	×
<b>Gender</b>	×	<b>Disability</b>	×	<b>Sexual orientation</b>	×
<b>Age</b>	×	<b>Gender re-assignment</b>	×	<b>Pregnancy/maternity</b>	×

Who is responsible for monitoring the policy/procedure/practice/event? **HR**

What information is currently available on the impact of this policy/procedure/practice/event?

**Having reviewed and updated the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.**

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? **No**

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:

<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	×
<b>Gender</b>	×	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	×
<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	×	<b>Pregnancy/maternity</b>	×

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Please provide evidence:

**This policy is designed to be inclusive of all pregnant employees.**

**We recognise that employees may not identify with the legal term 'maternity', so the policy clarifies that, where used, this term includes all pregnant parents.**

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics?

Yes/No, if so please provide evidence/examples: **No**

<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>
<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>

Please provide evidence:

**Having reviewed and updated the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.**

### **Action Plan/Plans – SMART**

Specific

Measurable

Achievable

Relevant

Time Limited

### **Evaluation Monitoring Plan/how will this be monitored?**

**Who – see Monitoring Table**

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How

By

Reported to

**Appendix B - Monitoring Table**

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
Audit of employee experience, and that the policy and procedure is being applied consistently, fairly and accurately for all pregnant employees.	Head of HR People Partnering	Monitor GRS, ESR and ER Tracker data	Annually	Number of grievance s/ complaints received in relation to the maternity leave procedure .	Reported to and discussed at People Committee where required	Head of HR People Partnering will address any actions or changes required.	Any change in practice will be identified and: <ul style="list-style-type: none"> <li>• process updated with HR People Partnering team</li> <li>• HR People Partnering / line manager training implemented</li> <li>• policy updated where required</li> </ul>