



MANCHESTER LEARNING ACADEMY

MATERNITY POLICY

REVIEW DATES:-

15/01/2014

15/04/2015

Manchester Learning Academy

Maternity policy

Manchester Learning Academy abides by the UK government policy regarding maternity leave. When can your maternity leave start?

You can choose when to start your maternity leave. It can be at any time in, or after, the 11th week before your baby is due. However, your maternity leave will start automatically if you're off work for any reason to do with your pregnancy from the fourth week before your baby is due.

Telling the college that you want to take maternity leave

You must tell the college management, preferably in writing, by the end of the 15th week before your baby is due:

- that you're pregnant
- the date your baby is due
- the date you want your maternity leave to start.

You must produce a medical certificate (MATB 1), if your employer asks for one, showing when your baby is due. You can get your MATB 1 from your midwife or GP.

Once the college has received your notice that you want to take maternity leave, they will write to you within 28 days and tell you the date your maternity leave runs out and therefore the date when you are expected to return to work from maternity leave.

How much maternity leave will you get?

Most staff has the right to take up to one year's (52 weeks') maternity leave. This does not depend on how long they have worked for your employer.

They can choose how long they take off work for maternity leave, up to a maximum of 52 weeks. However, the law says that you must take at least two weeks immediately after the baby is born.

What are your employment rights while on maternity leave?

The first 26 weeks of maternity leave are called Ordinary Maternity Leave (OML). During OML, you will still get all the same rights under your contract of employment as if you were still at work. The only exception is that you will not get your normal pay unless your contract allows for it. But you will, for example, still be entitled to build up holiday and to get any pay increase.

Though you are not entitled to your normal pay, most women employees are entitled to Statutory Maternity Pay or Maternity Allowance.

As well as Ordinary Maternity Leave (OML), you can also take an additional 26 weeks' maternity leave. This is called Additional Maternity Leave (AML). This gives a total of up to 52 weeks' maternity leave. If you're taking AML, this must follow on directly after OML and there must be no gap between the two.

Your terms and conditions of employment remain the same throughout both OML and AML.

Keeping in touch with the college during your maternity leave

When you are on maternity leave, the college will keep you informed of issues which may affect you. For example, you should be informed of any relevant promotion opportunities or job vacancies that arise during your maternity leave.

The amount and type of contact between you and your employer must be reasonable. Contact can be made in any way that best suits either or both of you. For example, it could be by telephone, by email, by letter, by you making a visit to the workplace or in other ways.

You are also allowed to work for up to ten days during your maternity leave without it affecting your maternity pay. These are called 'Keeping in Touch Days'.

Both staff and college must agree about whether you work any keeping in Touch Days, how many you will work, when you will work them and how much you will be paid for them. You are under no obligation to work them and the college is under no obligation to offer them to you.

You must also agree between you what sort of work you will do. Keeping in Touch Days could be particularly useful in enabling you to attend a conference, undertake a training activity or attend for a team meeting.

The rate of pay is a matter for agreement with the college. It may be set out in your employment contract or agreed on a case-by-case basis. However, you must be paid at least the National Minimum Wage.

Maternity leave and continuous employment

Some employment rights, such as the right to claim statutory redundancy pay, depend on how long you have worked for your employer. The length of time you have worked for your employer is the length of your 'continuous employment'. It is important, therefore, to note that time spent on maternity leave counts when calculating how long you have been with your employer.

Staff right to return to work after maternity leave

The college will assume that you will take all 52 weeks of your Statutory Maternity Leave. Before you go on maternity leave, your employer should tell you the date your maternity leave ends. This will be 52 weeks after your maternity leave starts.

However, staff and the college may agree on a different date for your maternity leave to end.

If you decide you want to return to work earlier than this, you must give the college eight weeks' notice in writing of your new date of return to work.