**Employee Maternity Policy and Procedure**

St Augustine of Canterbury Preschool aims to ensure good health and welfare of their employees during pregnancy and maternity leave.

**Informing Preschool**

* Upon advising manager of pregnancy, an employee will be asked to read and abide by our Maternity Risk Assessment.
* Employees must inform manager in writing of pregnancy no later than the Qualifying week(15 weeks before the expected week of confinement)
* Employees must obtain a MATB1 form from Doctor or Midwife and forward to the manager along with a “Childcare leave planning form” at least six weeks before commencing maternity leave.

**Entitlements**

* All women are entitled to 26 weeks Ordinary Leave, followed by 26 weeks Additional maternity leave
* Employees may have the right to statutory maternity pay for up to 39 weeks of maternity leave, should they meet the qualifying criteria.
* If they do not meet the qualifying criteria they will be able to claim Maternity Allowance, payroll will issue a SMP1 which needs to be taken to the employee’s local Job centre.

**Antenatal care**

* Pregnant employees are entitled to paid time off for appointments for antenatal care.
* Where possible appointments should be arranged for the start or end of day.
* Appointment cards should be shown to manager for second and subsequent appointments.

**Maternity leave**

* Ordinary Maternity leave can be started at any point after the start of the 11th week before the estimated week of child birth.
* Maternity leave will start automatically if an employee is absent from work for a pregnancy related illness during the 4 weeks before the start of the estimated week of child birth.
* If the baby is born earlier than the date on which maternity leave had been applied for, the maternity leave will commence automatically the day following the birth. The MATB1 certificate must be given to the manager.
* Additional maternity leave starts immediately at the end of ordinary maternity Leave.

**Birth notification**

* Manager must be informed within 14 days of the baby’s birth and will pass on information to pay roll.

**Employee benefits**

* Employees are entitled to all normal terms and conditions of employment whilst on maternity leave- except base pay and sick pay**.**
* **Annual leave?**

**Keeping in touch days**

* The manager may make reasonable contact with an employee whilst on maternity leave, to discuss a range of issues.
* Employees may carry out up to 10 days work during maternity leave, without bringing maternity leave to an end.
* Employees in receipt of Statutory Maternity Payment will be asked to fill in their hours worked on a keeping in touch day, on our additional hour’s sheet for payment.
* Employees are under no obligation to work any keeping in touch days, and any request to work a Keeping in touch day must be agreed between employee and manager.

**Returning to work**

* If baby arrives late, the date an employee is due to return to work may need to be re calculate, as an employee is not legally permitted to return to work for two weeks following the birth.
* Employees are asked on their “Childcare Leave planning form” when they plan to return to work. If this has been left blank we will assume that employee intends to take full 52 weeks maternity leave.
* If an employee wishes to return earlier they will need to submit request to change return date in writing, at least 8 prior to return.
* If an employee intends to extend maternity leave, they do not need to declare this, but it would be much appreciated if they could inform manager so that appropriate cover can be put in place.