



Manager Guidance – Maternity Leave

1. Introduction

This guidance is based on the Council's Maternity Policy and the Employee Guidance Note.

Maternity Leave

All employees are entitled to 52 weeks maternity leave regardless of their length of service. Maternity Leave is a period of leave granted to all pregnant employees of the Council before and after the birth of a child, regardless of the employee's hours of work and contractual status.

There is a compulsory 2 week maternity leave period during which the employee cannot return to work.

Maternity Pay

Maternity Pay is based on the employee's period of continuous service at the qualifying week (the 15th week before the expected week of confinement)

Note: There may be occasions when, although an employee has continuous service of more than 26 weeks, where they have transferred to NLC from another recognised authority/organisation they **may not qualify for Statutory Maternity Pay**. The employee will normally require to have a contract of employment with NLC covering from 39 weeks prior to the week of confinement (i.e. 9 months).

An employee's eligibility can be checked using the following link:

<https://www.gov.uk/maternity-paternity-calculator>

Kit Days

Keeping in touch (KIT) days are intended to facilitate a smooth return to work for the employee returning from maternity leave. It is important to note that these are distinct from a manager keeping in contact with their employee.

If mutually agreed by the manager and employee, an employee can do up to 10 days paid work during their statutory maternity leave period.

Maternity Leave Commencement and Return

Notification should be sent to the relevant HR Operations team within the Employee Service Centre (ESC) using the MAT 2 or 3 Notification of Commencement of Maternity Leave Pro Forma along with the MATB1 certificate.

Notification of an employee returning from maternity leave should be sent to the HR Operations team within ESC using the MAT 8 Notification of Early Return to Work Following Maternity Leave pro forma.

2. Key steps in the process

Step	Task	Who does it
1	Carry out New & Expectant Mothers Risk Assessment	Line Manager
2	Notify ESC of intention to commence Maternity Leave	Employee
3	Input maternity dates to iTrent	HR Operations Team
4	Issue appropriate letter to employee detailing entitlements along with Mat 8 pro forma	HR Operations Team
5	Issue Mat 7 to manager detailing employee maternity dates	HR Operations Team
6	Notify ESC returning from maternity leave	Employee/Manager
7	Update iTrent with maternity end date	HR Operations Team
8	Issue letter to employee confirming return and advise manager of date	HR Operations Team
9	Adjust holiday entitlement	HR Operations Team

3. What do I as a manager need to know?

Notifications for both commencement and return of maternity leave should be sent to the ESC as soon as possible to ensure the employee's pay is calculated accurately.

Carry out a New & Expectant Mothers Risk Assessment.

To ensure compliance with the Council's ICT Access procedures, where an employee has access to IT systems, you should arrange for their access to be suspended during their maternity leave. Equally, upon an employee's return, you should arrange for their access to be restored.

4. How do I get further help/information with this?

The following links provide further guidance and forms:

Maternity Policy

Maternity Policy Employee Guidance

MAT 2/3/8 Forms

You can contact the HR Operations team by emailing

ESCPeopleOperations@northlan.gov.uk