



Employee Guidance – Maternity Leave

1. Introduction

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

Maternity Leave & Pay

You are entitled to 52 weeks maternity leave regardless of your length of service, hours of work and contractual status. You must have a 2 week maternity leave period during which you cannot return to work.

Your Maternity Pay is based on your period of continuous service at the qualifying week (qualifying week is the 15th week before the expected week of confinement).

Note: There may be occasions when, although you have more than 26 weeks continuous service, where you have transferred to NLC from another recognised authority/organisation they **may not qualify for Statutory Maternity Pay**. You 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).

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 you returning from maternity leave. If mutually agreed by you line manager and you, you can do up to 10 days paid work during your 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 your MATB1 certificate.

Notification of you 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. What do I need to know

Notifications for both your commencement and return from maternity leave should be sent to the ESC as soon as possible to ensure your pay is calculated accurately.

If your baby is born before your maternity leave period has started, you must notify your line manager and the HR Operations team advising the date your baby was

born. Your maternity dates and pay will be re-calculated and you will be notified in writing of the amended dates.

3. What do I need to do

You should advise your manager as soon as reasonably practical that you are pregnant. You should notify the HR Operations Team of the date you wish to commence your maternity leave using the MAT 2 or 3 Notification of Commencement of Maternity Leave Pro Forma along with your MATB1 certificate.

When returning from your maternity leave you should advise your line manager and notify the HR Operations team as soon as possible using the MAT 8 Notification of Early Return to Work Following Maternity Leave pro forma.

4. What does my manager need to do?

Your manager should carry out a New and Expectant Mothers Risk Assessment. Your manager should ensure that your access/permission to relevant systems are suspended during your period of maternity leave. These should be re-instated on your return.

5. What else do I need to consider/be aware of?

You should notify your line manager and the HR Operations team at least 15 weeks to your expected week of childbirth.

You should notify your line manager and the HR Operations team at least 56 days prior to your date of return from maternity leave.

6. How do I get further help with this?

Further guidance can be found in the following:

Maternity Policy

Maternity Policy Employee Guidance

MAT 2/3/8 Forms

Maternity Leave (Non-Teaching) Flowchart

If you require any further information, please contact the Employee Service Centre Helpdesk on 01698 403151 or you can contact our ESC People Operations team at: ESCPeopleOperations@northlan.gov.uk

