

# Maternity Handbook

This handbook has been written for the guidance of employees and for the information of managers.

It sets out entitlements to maternity pay and leave and the procedure an employee should follow when she wishes to take maternity leave.

If you require further information please contact a member of Human Resources

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## 1. What does all the Maternity Terminology mean?

Once you discover that you are expecting a baby and start investigating your entitlements, you will probably hear lots of abbreviations in relation to pregnancy and maternity leave. The most common ones have been summarised for you:

**EWC** - This is your Expected Week of Childbirth, which means the week in which the doctor or midwife expects your baby to be born. You will be given a provisional date when the doctor first confirms your pregnancy, however it is only when you receive your MAT B1 certificate that the date is confirmed.

**QW** - This is your Qualifying Week, which means the week, 15 weeks before the day your baby is expected to be born. This date is used when confirming your maternity entitlements.

**SMP** - This refers to Statutory Maternity Pay, which is the rate of pay set down by the government which you are entitled to receive during your maternity leave. This rate increases every April.

**MAT B1** - This is a medical certificate provided to you by your doctor or midwife to confirm the date your baby is due. You should usually receive it around week 24 of pregnancy.

**OML** - This is Ordinary Maternity Leave, which refers to the first 26 weeks of your maternity leave.

**AML** - This is Additional Maternity Leave, which immediately follows the first 26 weeks of your maternity leave.

**KIT** - This refers to Keeping in Touch days. KIT days are days when you can attend work during your leave without breaking your maternity leave.

You will receive pay based on your hourly rate, and the hours you actually work on the day. However, you should not be working more hours than contractually agreed on a particular working day. Payment of SMP will not be affected.

## 2. Maternity Leave and Pay

You are entitled to maternity leave regardless of the length of service you have or the hours you work. You will need to follow the procedure detailed on Page 11 of this handbook. You will also need to provide the Council with the appropriate notice and a certificate from your midwife or GP (MAT B1) confirming your expected week of childbirth (EWC).

**Employees may also decide to share the additional maternity leave with their partner. The eligibility criteria, pay and policy can be found on Dennis > People > Human Resources > Employment Handbook > Section 10 > Shared Parental Leave Policy**

### 2.1. Employees with at least 1 year's continuous service at the Qualifying Week

#### 2.1.1. Maternity Leave

You are entitled to take a total of 52 weeks leave. The first 26 weeks are known as Ordinary Maternity Leave and the final 26 weeks are known as Additional Maternity Leave.

### **2.1.2. Maternity Pay**

**If you qualify for SMP, then you may receive the following:-**

**Week's 1-6** you will receive 90% of average weekly earnings\*\*

**If you have stated in writing that you intend to return to work for a minimum of 3 months following Maternity Leave you will receive:**

**Week's 7-18** half pay plus Statutory Maternity Pay (SMP), which is currently £156.66 per week (If the two added together exceed your normal full pay it will only be possible to pay you full pay).

**Week's 19-39** SMP, which is currently £156.66 per week

**If you have stated in writing that you do not intend to return to work following Maternity Leave, or that you do not wish to receive half pay until you return to work, you will receive: -**

**Week's 7-39** SMP, which is currently £156.66 per week

**Week's 40-52** will be unpaid

### **2.2. Employees with less than 1 year's continuous service, but more than 26 weeks service, at the Qualifying Week**

#### **2.2.1. Maternity Leave**

You are entitled to take a total of 52 weeks leave. The first 26 weeks are known as Ordinary Maternity Leave and the final 26 weeks are known as Additional Maternity Leave.

#### **2.2.2. Maternity Pay**

**If you qualify for SMP, then you may receive the following:-**

**Week's 1-6** you will receive 90% of average weekly earnings\*\*

**Week's 7-39** SMP, which is currently £156.66 per week

**Week's 40-52** will be unpaid

**\*\* Average earnings are calculated at the qualifying week. Employees should contact Payroll for clarification of this when they have received their MAT B1.**

N.B. The flat rate SMP, payable from week 7, is not reduced if you work part-time unless you earn less than £156.66 per week. If this is the case you will receive 90% of your average weekly earnings. In addition, to qualify for SMP, you must earn at least as much as the lower earnings limit for National Insurance, which is currently £123 per week.

Continuous service is service without a break (a break is defined as 1 week including 2 weekends) and includes service with other local authorities.

If you have returned to work in local government, following a break for maternity reasons, you will be entitled to have previous service taken into account in respect of the maternity scheme, provided that the break in service does not exceed 8 years and that no permanent paid full time employment has intervened.

If you are at all concerned about your entitlements, please contact a member of HR.

## **2.3. Employees with less than 26 weeks service, at the Qualifying Week**

### **2.3.1. Maternity Leave**

You are entitled to take a total of 52 weeks leave. The first 26 weeks are known as Ordinary Maternity Leave and the final 26 weeks are known as Additional Maternity Leave.

### **2.3.2. Maternity Pay**

SMP will only be payable if the employee has been employed continuously for at least 26 weeks ending with the 15<sup>th</sup> week before the expected week of childbirth, and has average weekly earnings at least equal to the lower earnings limit for National Insurance contributions.

Women who do not qualify for SMP may be entitled to Maternity Allowance, paid by the Benefits Agency, for up to 39 weeks. To qualify, individuals must have been employed or self-employed for 26 weeks out of the 66 weeks before the Expected Week of Childbirth.

**Employees should contact Payroll for clarification of the above. Payroll will provide employees with an SMP1 form which they will need to take to their local Jobcentre Plus office, along with their MAT B1. Please see Section 21 of this Handbook.**

## **3. Notice Periods**

You are required to notify us by the Qualifying week of the following: -

- That you are pregnant
- The week your baby is expected to be born
- When your maternity leave is to start

Please complete the Maternity Leave Notification form (Appendix A) and send it to a member of HR. If, at a later time, you wish to change the date you would like to start maternity leave, you need to give us 28 days' notice. If you are unable to do this, we will try to be as flexible as possible.

#### **4. Maternity Risk Assessment**

Once you have informed a member of HR about your pregnancy, your manager will arrange a meeting with you to discuss your pregnancy and conduct a risk assessment. Corporate Health and Safety will carry this out if you are in a manual role. This is to ensure that the work which you carry out poses no risk to you or your baby. The risk assessment will cover the following areas:-

- The impact of morning sickness
- Manual handling
- Workstation arrangements
- Temperature
- Rest breaks and rest areas
- Availability of suitable toilet facilities
- Parking and travel arrangements
- Exposure to hazardous substances
- Working with vulnerable adults and clients, e.g.; Sheltered Housing Officers
- Lone working
- Home working
- Work environment

Once the risk assessment has been completed, then you must comply with any guidance provided and you should inform your manager / Health and Safety immediately if there is any change to your circumstances. Further risk assessments may be necessary during your pregnancy.

In line with the risk assessment is your responsibility not to put either your own health and safety or that of your baby, at risk. This is especially relevant with regards to lifting or carrying.

If you are unsure, you should speak to your manager / Health and Safety, before attempting any form of work which may put the health of you or your baby at risk.

#### **5. Alternative work during pregnancy**

If prior to the 4th week before your EWC you are unable to continue in your job because of your pregnancy the Council will look into the possibility of adjusting your working conditions and/or hours of work. If this is not possible we will provide you with alternative work, if reasonably practical. You will continue to receive your normal rate of pay even if the job is normally paid at a lower rate. This also applies if you have given birth in the last 6 months or if you are breastfeeding a child. If there is no suitable alternative work you will be suspended on full pay.

#### **6. When can you start Maternity Leave?**

You can start your maternity leave at any time following the 11th week before the expected week of childbirth. You may work right up to the date of delivery provided you are fit to do so. You may be asked to provide a Fit Note from your GP in this situation.

If you have worked during the week of your delivery your leave will start from the first day of absence.

If your baby is born before your intended start date, your maternity leave will commence from the day following the birth. You can also choose to split your maternity leave if your child is taken into hospital, taking some leave immediately after the delivery, and then taking the rest of the leave once your child has been discharged.

## **7. What happens if you are sick before you go on Maternity Leave?**

All sickness up to 4 weeks before the EWC will be counted as sick leave and the normal sick leave procedures will be followed, you must contact Goodshape on 0333 321 8100.

If you are sick after the 4th week before the EWC and it is related to your pregnancy then maternity leave will automatically commence from the first day of absence.

If you are sick after the 4<sup>th</sup> week before the EWC and it is unrelated to your pregnancy, then the absence will be counted as sick leave and the normal sick leave procedures will be followed.

## **8. Working during Maternity Leave/keeping in touch/reasonable contact**

Your manager may make 'reasonable contact' with you whilst you are on maternity leave. This might include talking about workplace changes, providing information regarding promotional opportunities or discussing your return to work.

You may work for up to 10 days (Keeping in Touch Days, known as KIT days) during your maternity leave without bringing it to an end. You will receive salary at your usual daily rate of pay. No work may be done during the 2 weeks following the birth and working for part of a day will count as one day.

If you work more than 10 days you will lose your SMP for the week that you exceed this limit, and thereafter maternity leave will not be extended to take account of any work carried out.

Any work done during maternity leave is to be by mutual agreement with your manager and may include training or any activity for the purposes of keeping in touch with the workplace.

It is your manager's responsibility to advise the Payroll Department when you carry out a Keeping in Touch Day.

## **9. Returning to work**

You have an automatic right to return to work following a period of maternity leave on terms and conditions no less favourable than those that were applicable to you before your maternity leave commenced.

It will be assumed that you will return to work at the end of your maternity leave period unless you write to your manager stating that you wish to return earlier. If this is the case you are required to give 3 months' notice when returning early from maternity leave.

You have no automatic right to return to work part time after maternity leave. You have the right to ask for flexible working using the Flexible Working policy, (section 2

of the Employee Handbook) and the Council will try and meet the needs of those individuals who would like more flexible working arrangements. This should be agreed with your manager where possible **before** you go on maternity leave and must not be regarded as an automatic right.

A formal application for flexible working must be made no later than 3 months prior to the end of your maternity leave period. Please refer to the Flexible Working policy for full details.

### **Employees with at least 1 year's service at the Qualifying Week**

If you do not choose the deferred option and return to work after your maternity leave you must do so for at least 3 months or you will be asked to pay back the 12 weeks at half pay (excluding SMP).

#### **10. If you are sick at the end of your Ordinary or Additional Maternity Leave?**

If you're sick when you are due back to work at the end of your Ordinary, Additional Maternity or Shared Parental Leave (OML, AML or SPL), you must get a Fit Note from your GP to send to your employer and you must contact GoodShape on 0333 321 8100. Your OML will end at the end of the 26th week, your AML at the end of the 52<sup>nd</sup> week and you will then go onto sick leave. You will be protected from unfair dismissal for an additional four weeks if you are sick for this period.

#### **11. What if you decide not to return to work after your Maternity Leave?**

If you decide not to return to work after your maternity leave you should resign in the normal way by sending a letter to your manager and also a copy to HR.

#### **12. What if you are not sure about returning to work?**

If you have at least 1 year's service at the Qualifying Week and are unsure whether or not you will return to work following maternity leave, you are advised to choose "the deferred option" to avoid being overpaid. This option allows you to receive maternity pay as if you were terminating your employment (i.e. you would not receive 12 weeks at half pay). If you then decide to return to work you will receive any maternity pay due to you during the first three months following your return.

If you have less than 1 year's service at the Qualifying Week, and do not return to work, you will not be required to repay any maternity pay you have received.

#### **13. What if you don't return to work after saying you will?**

If you have less than 1 year's service at the qualifying date you will not be required to pay back any maternity pay that you have received. If you have more than 1 year's service at the qualifying date, you will be required to refund the 12 weeks half pay, if you did not defer payment.

If you are unable to return to work because you are not medically fit your absence will be covered by the sickness scheme in the normal way. You will need to provide a Fit Note if your absence continues beyond 7 days.

#### **14. Fixed-term and temporary contracts**

If you are on a fixed term or temporary contract, you will be entitled to receive maternity pay as detailed in Section 2 above.

#### **15. Other leave**

You will be allowed a reasonable amount of paid leave for antenatal care providing that you can produce either an appointment card or a certificate from a registered medical practitioner, midwife or health visitor confirming the pregnancy. Antenatal care can include not only medical examinations but also relaxation and parentcraft classes if prescribed by a doctor or midwife.

You are encouraged, wherever possible, to book appointments at the beginning or end of the day and to give sufficient notice of each scheduled appointment.

#### **16. Premature Birth**

The Council has adopted the 'Smallest Things' campaign in order to assist employees experiencing the premature birth of their baby.

<https://thesmallestthings.org>

The Council wishes to support parents of babies born before the start of the 37<sup>th</sup> week of pregnancy. The birth parent of a baby born before 37 weeks will be entitled to have their maternity leave and pay extended by the number of days their baby was born prior to their due date, regardless of whether the baby is required to stay in hospital during this time. The Premature Baby pay rate will be calculated on the same figure that the employee receives during their first 6 weeks of maternity leave; ie 90% of average weekly earnings. This payment will only be made to those employees who qualify for Statutory Maternity Pay.

If an employee is not eligible for Statutory Maternity Pay but is eligible to receive Maternity Allowance, then the Premature Baby pay rate will be the equivalent of this figure for the Premature Baby leave period.

In both cases, payment will be made at the end of the agreed maternity leave period. If Statutory Maternity Pay has already been exhausted, then Premature Baby pay will be made from week 40.

For a parent who would be entitled to paternity leave, if their baby is born before 37 weeks, they will be entitled to an additional two weeks of Premature Baby leave and pay. The pay rate will be the equivalent of the Statutory Paternity Pay figure in place at that time.

It is important for line managers to advise HR and Payroll of the premature birth so that the necessary arrangements for the Premature Baby pay and leave can be put into place.

Any queries regarding this arrangement can be discussed with HR.

Please note that your normal entitlement to maternity leave and paternity leave will continue to apply and will not be affected by this arrangement.

The Council acknowledges that premature birth is one of the most stressful experiences a new parent can face. Conversations will be dealt with compassionately and sensitively. Employees will be required to provide the necessary documents to commence their maternity leave payments and as much flexibility will be given to you in these circumstances. Employees may wish to discuss with their line manager the information that they would like their colleagues to be told about the situation.

We understand that parents of premature babies are likely to experience a range of emotions caused by their babies health. These emotions could include anxiety, depression, isolation, stress and fear. The Councils Employee Assistance Programme, Wellbeing Solutions offers free confidential advice and counselling. The service is available 24 hours per day/ 365 days per year. The helpline is 0800 328 1437.

## **17. Parental Bereavement Leave**

### **Background**

The loss of a child is traumatic. Known as 'Jack's Law, Parental Bereavement leave aims to give parents who suffer this loss reasonable paid time off of work.

From 6<sup>th</sup> April 2020 parents who have tragically suffered the loss of a child will be entitled to two weeks statutory Parental Bereavement Leave, and if they have 26 weeks' service, statutory bereavement leave pay also.

### **The right to Parental Bereavement Leave**

The new right will apply to employees who have suffered the loss of a child under the age of 18 years old or suffered a still birth from 24 weeks of pregnancy from 6<sup>th</sup> April 2020. Parents can take up to two weeks' leave, either in one block of two weeks, in two blocks of one week, within 56 weeks of the child's death. The right to take 2 week's unpaid bereavement leave will apply to all employees from 'day one' of employment.

### **Who is Eligible for Parental Bereavement Leave**

The new law uses a wide definition of parent including not only the birth or adoptive parent but also the following:

- Intended parents,
- Parents-in-fact
- The partner of any of these individuals
- Foster carers,
- Employees with day to day responsibility for the child (who are not being paid for such care)
- Employees who expect to be granted a parental order in respect of the child.

Please refer to the Parental Bereavement Leave Policy for further guidance.

## **18. Increments, annual leave, Bank Holidays, allowances and pension**

<b>Increments:</b>	Increments will be awarded within your pay band subject to satisfactory appraisal. See Appraisal Scheme for further information. Unless there are exceptional circumstances, your manager should ensure that a full performance review is carried out prior to you going on maternity leave.
<b>Annual Leave:</b>	<p>Annual leave entitlement is accrued on all 52 weeks maternity leave. Where possible you should try to take your remaining leave for the year before the date your maternity leave begins. However, if this is not practical, it may be possible to carry leave over from one annual leave year to the next in agreement with your manager.</p> <p>When you return from maternity leave, you can request to take any annual leave that you have accrued in the new holiday year prior to the actual date of return. You can also add any days/hours which you have carried forward from the previous leave year at this time.</p> <p>Annual leave entitlement will be based on the contracted hours of employment prior to a return from maternity leave. If you reduce/increase your hours when you return from maternity leave, annual leave accrued after this point will be calculated based on the new hours.</p>
<b>Bank Holidays:</b>	<p>Bank Holidays are accrued on all 52 weeks maternity leave.</p> <p>If you reduce/increase your hours when you return from maternity leave, your accrued Bank Holidays will be recalculated based on the new hours and added to the new annual leave entitlement.</p>
<b>Allowances:</b>	If you receive any contractual allowances (e.g. Frequent user car allowance, Standby), they will be included in the calculation of your maternity pay in respect of 6 weeks at 90% of pay and 12 weeks at half pay.
<b>Pension:</b>	Pension rights and contributions will be dealt with in accordance with the provisions of the Local Government Pension Scheme. You will be required to make pension contributions during all paid maternity leave. You may wish to make contributions during your period of unpaid maternity leave. If this is the case, you will need to elect to pay these amounts within 30 days of your return from maternity leave. Please discuss payments with Payroll.
<b>Employment Vacancies</b>	The Council advertise employment vacancies on our website, <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> , and employees can sign up to receive email alerts from the website when vacancies arise.

## 19. Other information

In the very sad event of a stillbirth occurring from the 24<sup>th</sup> week of pregnancy, you will still qualify for maternity pay and leave entitlements.

You will still qualify for maternity pay and leave entitlements if the baby is born alive at any point during the pregnancy.

## **20. Day Nursery Care**

DBC have negotiated with a national childcare company to provide nursery places at a discounted rate. Lime Grove Nursery is purpose built and situated adjacent to Dacorum Sportspace in Park Road Hemel Hempstead. It provides day care facilities for children from 6 weeks to pre-school age. Places are let on a commercial basis, but Council employees have first option, as places become vacant. If you would like to visit the nursery, or would like further information, you can call the nursery on 01442 236506.

For details of other benefits, please see Section 3 of the Employment Handbook

## **21. Child Care vouchers**

The Council operates a child care voucher scheme to existing employees who have already opted for the vouchers. The scheme is no longer available for any other DBC employees. ,

## **22. Who you need to liaise with?**

In addition to notifying your manager about your intention to take maternity leave you will also need to liaise with HR regarding your maternity leave and pay. HR will administer your maternity leave and deal with the paperwork to ensure your maternity pay is processed.

## **23. What if I'm not entitled to receive Statutory Maternity Pay?**

If you are not entitled to receive SMP (due to length of service or because you earn less than the lower limit for National Insurance contributions) Payroll will issue you with forms SMP1 and will return your Maternity Certificate (MAT B1). The forms explain why maternity pay is not payable and should be taken to your local Jobcentre Plus office together with your Maternity Certificate (MAT B1). Jobcentre Plus will advise you if you are eligible for them to pay you Maternity Allowance.

If you have any problems or queries regarding the payment of SMP please contact Payroll on 01442 228283.

## **24. Parental Leave**

All employees, including temporary staff, with at least one year's continuous Local Government service are eligible for parental leave.

The right to parental leave lasts until the child reaches the age of eighteen years

For full details, please refer to the Parental Leave Policy.

## **25. Maternity Support Leave**

Maternity Support Leave provides 5 days paid leave, to employees who are:-

- The child's father; or
- The mother's partner (including civic partner or same sex partner); or
- The 'nominated carer' of the expectant mother

The purpose of Maternity Support Leave is to help the mother at or around the time of the birth. Where there are extenuating circumstances, however, such as the baby being in special care, every consideration will be given to requests for taking leave at a later date.

This leave only applies if employees do not meet the criteria for paternity leave and therefore employees will only be entitled to either Paternity Leave or Maternity Support Leave and not both at the same time. For full details please refer to both the Paternity and the Special Leave policies.

**You must follow the procedure below to qualify for Maternity Leave and pay.**

1. Please notify your manager that you are expecting a baby and wish to take maternity leave as soon as possible and no later than the 15<sup>th</sup> week before your expected week of childbirth. Please see Flow chart in Appendix C for full details of the process.
2. Your manager will either contact HR or advise you to do so. You will be provided access to the Maternity Handbook, Maternity Notification form and Maternity Leave Intentions form. Please complete the Maternity Leave Notification form as soon as possible so that a risk assessment can be carried out by your manager / Health and Safety.
3. You may wish to discuss your entitlements and leave options with a member of HR. You will need to complete the Maternity Leave Intentions form no later than the 15<sup>th</sup> week before your EWC in order to qualify for maternity pay.
4. Once you have completed and returned the Maternity Leave Intentions form to HR we will send you a letter outlining the terms and conditions relating to the Maternity Scheme. A copy of this will be sent to your manager and Payroll.
5. You can work up to the date of your baby's birth as long as you are fit to do so. If, at a later time, you wish to change the starting date of your maternity absence you will need to give 28 days notice.
6. You will also be asked to provide HR with your Original MAT B1 Certificate. We will take a copy and the original will be passed to Payroll in order for them to make the appropriate arrangements to your pay.
7. It will be assumed that you will return on the expected date of return confirmed in your letter from HR, unless you notify us that you wish to return earlier. If this is the case, you must give a minimum of 3 months' notice to return early from maternity leave. If you wish to consider flexible working arrangements upon your return, please advise your manager no later than 3 months prior to your maternity return date.
8. Please advise HR and your manager when you have given birth. We will write to you to remind you of your entitlements. You can carry out up to 10 Keeping in Touch days (KIT) during your period of leave, without affecting your maternity pay. These will be paid based on your hourly rate, and the hours you actually work on the day. However, you should not be working more hours than contractually agreed on a particular working day. Please discuss these days directly with your manager.

**DACORUM BOROUGH COUNCIL**

**Maternity Notification Form**

Please complete this form and send to a member of HR. Your manager will carry out a risk assessment (if you are in a manual role Corporate Health and Safety will do so in liaison with your manager). If you have any queries please call HR.

Please answer the following questions carefully (refer to Maternity Handbook if necessary)

<b>Your Details</b>			
Full Name		Telephone	
Address			
Job Title		Service unit	
CS* Date with DBC		CS* Date with Local Government	
Manager's Name		Manager's Telephone number	
<p>You must ensure that we hold your correct Telephone number and address. If these details change please notify HR ASAP. This is to ensure the provide you with important information regarding your Maternity Leave</p>			
<b>Statements about Maternity Pay</b>			
<b>1 - I understand I am entitled to: (please tick appropriate box)</b>			
<p>a. Paid Maternity Leave at an enhanced corporate rate (I have at <b>least 1 year's continuous</b> service ending with the 15<sup>th</sup> week before the EWC). <b>(If you have ticked this option fill in Section 2)</b></p>			
<p>b. Paid Maternity Leave at Statutory Maternity Pay rates (I have <b>less than 1 year's continuous</b> service, but more than 26 weeks ending with the 15<sup>th</sup> week before the EWC).</p>			
<p>c. I have less than 26 weeks continuous service ending with the 15<sup>th</sup> week before the EWC/my average weekly earnings are less than the lower earning limit for National Insurance contributions. I may be entitled to claim Maternity Allowance.</p>			

**2 - Please tick appropriate box. Options a) and b) only apply if you are entitled to question 1(a) above:**

a. I wish to receive <b>half pay</b> as & when it is due. I confirm that I intend to return to work for a minimum of 3 months.		
b. I do not wish to receive 12 weeks at half pay, until I return to work. (This is the “ <b>Deferred</b> ” option - see numbers 7, 9 & 10 of handbook)		
<b>Maternity Leave Date</b>		
Expected date of baby’s birth		
Date you would like to start Maternity Leave (if known)		
<b>MAT B1 Statement</b>		
You will be required to provide us with your original MAT B1 certificate, which can be obtained from your midwife or doctor (week 20 to 25), which will confirm your expected week of childbirth.		
<b>Signature</b>		
I understand that all the above information is correct:		
Employee Signature		
Employee Name		Date

**DACORUM BOROUGH COUNCIL****Maternity Leave Intentions Form**

Please complete this form and send to a member of HR. If you have any queries please call HR.

Please answer the following questions carefully (refer to Maternity Handbook if necessary)

<b>Your Statement</b>	
I am writing to confirm that I am expecting a baby. I have advised my manager and discussed with them the provision of my leave. I have also undertaken a risk assessment with my manager/the Corporate Safety, Health and Care Officer.	
I understand my maternity pay entitlement relating to my length of service and seen a copy of Maternity Handbook.	
<b>Maternity Leave Date</b>	
Expected date of baby's birth	
The earliest date you can start Maternity Leave (11 weeks before expected week of childbirth)	
Date you would like to start Maternity Leave	
<b>Annual Leave</b>	
Have you taken all your annual leave for this leave year	Yes/No
State any <b>days</b> leave you wish to carry forward to the next leave year	
<b>Statements about Maternity Return Date</b>	
<b>I Intend to return to work: (please tick appropriate box)</b>	
at the end of my 26 weeks Ordinary Maternity Leave	<input type="checkbox"/>
at the end of my 39 weeks Paid Maternity	<input type="checkbox"/>
at the end of my 52 weeks Maternity Leave (26 weeks Ordinary Maternity Leave plus 26 weeks Additional Maternity Leave)	<input type="checkbox"/>
If none of the above please state the date you wish to return (Must not be longer than 52 weeks from your Intended Start date)	

<b>MAT B1 Statement</b>			
I have forwarded my MAT B1 to HR			Yes/No
If No, I will forward my MAT B1 as soon as I receive it			
<b>Keeping In Touch Statement</b>			
<p>I understand that I may work up to 10 days (KIT) during my maternity leave without bringing it to an end. I also understand that I must not work for the first two weeks following the birth.</p> <p>I will discuss with my manager the best way to keep in touch as I understand that I am entitled to attend training courses and receive information regarding my employment with the Council during my leave.</p>			
<b>Early Return Statement</b>			
I understand that I must give a minimum 3 months' notice to return before the end of my Maternity Leave. I also understand that if I wish to consider flexible working options, then I must also advise you no later than 3 months prior to the end of my Maternity Leave.			
<b>Signature</b>			
I understand that all the above information is correct:			
Employee Signature			
Employee Name		Date	

# Maternity Flow Chart



