

MATERNITY LEAVE POLICY

All pregnant employees are entitled to time off for antenatal care and to Statutory Maternity Leave as follows:

1. Maternity Leave

Statutory Maternity Leave

A pregnant employee is entitled to take 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave regardless of how long she has worked for the Foundation, provided that in or before the 15th week before her Expected Week of Childbirth (EWC), or as soon as is reasonably practicable, she notifies the Foundation of:

- Her pregnancy
- Her Expected Week of Childbirth (EWC)
- The date on which she intends her Ordinary Maternity Leave (OML) to start (NB: this date cannot be earlier than the 11th week before the EWC). The start date can be varied provided the Foundation is given notice of the new date at least 28 days before the date originally notified or 28 days before the new date on which she intends her OML to start, whichever is the earliest.

Maternity leave will start automatically if the employee is absent from work for a pregnancy related illness during the four weeks before the start of the EWC, regardless of when she has said she actually wants the maternity leave to start.

Terms & Conditions during Statutory Maternity Leave

An employee on Statutory Maternity Leave is:

- Entitled to the benefit of the terms and conditions of employment which would have applied if she had not been absent (NB: this does not include terms and conditions about remuneration).
- Bound by any obligations arising under those terms and conditions (except in so far as they are inconsistent with the employee's right to take Statutory Maternity Leave).

An employee on Ordinary Maternity Leave is entitled to the right to return to the same job.

An employee on Additional Maternity Leave is entitled to the right to return to the same job or, if that is not reasonably practicable, an alternative job that is suitable and appropriate.

Notifying Return from Leave

An employee returning to work at the end of the full 52 weeks' Statutory Maternity Leave is not required to give the Foundation notice of her return. However, if she wishes to return before the end of the full 52 weeks' she must give the Foundation 28 days' notice of the date on which she intends to return.

2. Maternity Pay

An employee who is absent from work because of pregnancy is entitled to maternity pay if:

- She continues to be employed by the Foundation until 15 weeks before the expected week of childbirth
- She has at least 26 weeks' continuous service by the 15th week before the baby is due
- She gives the Foundation notice in writing at least 28 days beforehand of the date from which she expects maternity leave to commence.

Maternity pay will be payable as follows:

- First twelve weeks on full pay including any statutory maternity pay
- The next fourteen weeks on half pay, including any statutory maternity pay
- The next thirteen weeks on statutory maternity pay only
- The last thirteen weeks are unpaid.

Employees will be allowed reasonable time off with full pay for attendance at ante and post-natal clinics and this will not count against sick leave entitlement.

Pregnant employees will have to provide a MATBI form for HMRC purposes to the Chief Operating Officer before maternity leaves commences.

3. Pension Entitlement

During the period of Maternity Leave the Foundation will maintain its employer contributions to an employee's personal pension scheme at a level based on the employee's national pay (i.e. the pay she would have received had she been working normally), subject to the employee continuing to make contributions at a level of at least 5% of either her notional pay or the amount of pay she actually receives during paid maternity leave.

Neonatal Care Leave

From October 2024, employees with newborns in neonatal care will receive supplementary leave in addition to their standard maternity or paternity leave. Up to 12 weeks of neonatal leave may be provided, with compensation equivalent to the regular maternity or paternity pay rate.

Reviewed: April 2024