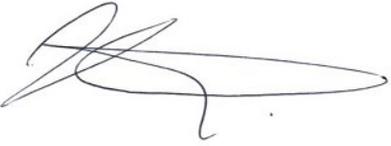


MATERNITY POLICY

VERSION 1: MARCH 2020

Date approved by Trustees of Ventrus Multi Academy Trust	29 APRIL 2020
Review Period	2-YEARLY
Next Review Date	MARCH 2022
Signed by Chair of Trustees Hugh Whittaker	

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1. INTRODUCTION

- 1.1 This policy applies to all pregnant staff employed by Ventrus Multi Academy Trust, including support staff and teachers regardless of the number of hours worked per week.

2. POLICY

- 2.1 This policy sets out the rights of Ventrus employees to maternity leave and pay in accordance with national, local and statutory conditions of service. Nothing in the provisions shall be construed as providing rights less favourable than statutory rights.

3. PRINCIPLES

- 3.1 Employees are not discriminated against on the grounds of their pregnancy in addition to being free to exercise their rights to maternity leave, paid time off for antenatal care, maternity pay and the right to return to work.
- 3.2 Full consideration is given to the full range of flexible working arrangements when requested by women returning to work after maternity leave and these are arranged wherever possible in response to such requests.
- 3.3 An employee who is the child's father, or is the partner or nominated carer of an expectant mother, is allowed to take paid maternity support leave at or around the time of the birth in accordance with the local conditions of service.
- 3.4 Around or after the time of the birth, requests by the child's father or the partner or nominated carer of an expectant mother for flexible working arrangements are treated sympathetically.

PROCEDURE

4. NOTIFICATION OF PREGNANCY

- 4.1 The employee should notify her line manager as soon as possible so that the employee can find out about her entitlements and the employee and line manager can identify any potential health and safety implications by completing a risk assessment and the line manager can begin to prepare appropriate maternity cover.
- 4.2 The employee should contact Ventrus Payroll and will be sent a Maternity notification form MAT5 (MAT6 for teachers).
- 4.3 The employee should complete the MAT5 (MAT6 for teachers) notification form and send the original to Payroll as soon as possible, but at least by the 15th week before her expected week of childbirth (EWC). Ventrus Payroll will write to the employee confirming their maternity pay entitlements. Also see 4.7 below.
- 4.4 The line manager will respond to the notification within 28 days, setting out the date on which the employee is expected to return to work if she takes her full entitlement to maternity leave.

- 4.5 The employee will be able to change her mind about when she wishes to start her maternity leave providing she gives at least 28 days' notice in advance (unless this is not reasonably practicable).
- 4.6 The employee should give her line manager her MAT B1 form. The line manager should forward copies of the MAT B1 to Payroll and to HR for the employee's personnel file. (The employee will receive the MAT B1 from her GP or midwife stating when the baby is due, not before 20 weeks before the expected date of birth).
- 4.7 Ventrus Payroll will write to the employee, at the latest, by the month maternity leave starts, to provide a monthly schedule of gross maternity pay.
- 4.8 If a performance appraisal is due (where appropriate) whilst the employee will be on maternity leave, the line manager should agree with the employee to either carry this out before she starts her leave or upon her return.
- 4.9 Employees should discuss the management of their annual leave with their line manager at the earliest opportunity so that they are able to take their annual leave around the needs of the service.

5. ANTENATAL CARE

- 5.1 In order to exercise her right to time off the employee must notify the line manager of her pregnancy and obtain her line manager's authorisation to take time off and provide evidence of her antenatal appointments, if requested (an appointment card will suffice as evidence). It is recommended that the line manager maintains a record of the appointments through the normal processes for recording employee absences.
- 5.2 Please see the '[Parental and Adoption Support Leave Policy](#)' for those accompanying a pregnant woman at an antenatal appointment.

6. COMMENCING MATERNITY LEAVE

- 6.1 Maternity leave can commence at any time from 11 weeks before the EWC. It must commence no later than the day after childbirth.
- 6.2 If the employee is absent from work due to a pregnancy related illness during the 4 weeks before the EWC, her maternity leave will commence automatically.
- 6.3 If childbirth occurs before the date the employee notified as the day she intended to start maternity leave, then her maternity leave will commence on the day after the day of childbirth.
- 6.4 When the employee actually begins maternity leave, the line manager or school administrator must ensure that the 'Absence Report' is completed stating the date that the employee commenced maternity leave. The line manager should also make a note of when the employee is expected to return, to ensure a further entry is posed on the 'Absence Report', whilst also notifying Payroll of her return to work.
- 6.5 If a temporary replacement is required to cover the employee's maternity leave, the temporary employee must be informed in writing that his or her employment will be terminated on the return to work of the employee from maternity leave.

7. CONTACT DURING MATERNITY LEAVE

- 7.1 Line managers will maintain contact with employees during their maternity leave period to discuss issues such as return to work and will keep employees informed of vacancies, any significant workplace developments and training opportunities.
- 7.2 Contact will not constitute 'work' and would not therefore count towards the 10 'keeping in touch' days and neither would contact bring the maternity leave period to an end.

8. FOLLOWING THE BIRTH

- 8.1 Once the baby is born the employee should send a copy of the birth certificate to the line manager. The line manager should then forward a copy of the birth certificate to HR for the employee's personnel file.
- 8.2 If a premature, stillbirth or miscarriage occurs, the employee is advised to notify her line manager as soon as is reasonably practical so that arrangements can be put in place to organise her maternity entitlements. The line manager should then liaise with Payroll.
- 8.3 If a stillbirth occurs, the employee is entitled to an additional two week's leave which has to be taken in weekly blocks, please see guidance below for further information.

9. RETURNING TO WORK

- 9.1 The employee cannot return to work in the two weeks following the day of childbirth. This is Compulsory Maternity Leave (CMP).
- 9.2 **Return at the end of Ordinary Maternity Leave (OML)** – If the employee chooses to return when the OML leave period ends after 26 weeks, she does not have to give specific notice, although she should confirm to her line manager the date she wishes to return so that arrangements can be made.
- 9.3 **Return during OML** – If the employee chooses to return before the 26 weeks have elapsed, she must give, in writing, if requested, at least 21 days' notice before her return. Where the notice given is less than 21 days the employer may postpone the return to ensure 21 days' notice but not beyond the end of the maternity leave period.
- 9.4 **Return at the end of Additional Maternity Leave (AML)** – If the employee chooses to return when the AML period ends, she does not have to give specific notice.
- 9.5 **Return during AML** – If the employee chooses to return before the 52 weeks have elapsed she must give, in writing if requested, at least 21 days' notice before her return. Where the notice given is less than 21 days the employer may postpone the return to ensure 21 days' notice but not beyond the end of the maternity leave period.
- 9.6 **Altering an early return date** – If an employee changes her mind about the date she intends to return, where she has already notified an early return date, she must give 21 days' notice before the new date, and at least 21 days before the original early return date.
- 9.7 **Return to work and sickness absence** – If the employee is unable to return to work on the expected date due to sickness, the employee has still exercised her right to return by complying with the notification procedure. She will then commence a period of sickness absence, and be treated as any other employee who is absent due to sickness, including the payment of sick pay.

- 9.8 The line manager should ensure that the 'Absence Report' is completed upon the employee's return to work.
- 9.9 The line manager and employee should calculate any entitlement to public/extra statutory holidays that occurred during the maternity leave period and make arrangements for the taking of any substitute days.
- 9.10 The line manager and employee should review the risk assessment.

10. FLEXIBLE WORKING REQUESTS

- 10.1 An employee returning to work may make a request to work flexibly, as set out in the Ventrus Flexible Working Requests Policy. Types of flexible work patterns include the consideration of flexi-time, part-time working, job share as well as other flexible working arrangements.

11. CHOOSING NOT TO RETURN TO WORK

- 11.1 The employee must give normal notice of resignation if she does not intend to return to work after her maternity leave.
- 11.2 The employee will have received a lower rate of maternity pay or will have to pay back any half pay received, as part of CMP. Payroll will notify the employee of their particular circumstances.
- 11.3 The last day of maternity leave will be the last day of service, unless the employee has given written notice that she wishes to resign on an earlier date.
- 11.4 The line manager will need to ensure that a Leaver's form is completed for payroll purposes, confirming the end of the employee's employment.

GUIDANCE

12. ANTENATAL CARE

- 12.1 Any pregnant employee has the right to paid time-off to attend antenatal care. The employee will normally be required to attend antenatal classes (such as relaxation and parenting classes), which are usually at set times during the week, and antenatal appointments where the employee arranges the time with her midwife. The employee should liaise with their line manager regarding time off, giving as much notice as possible.
- 12.2 Please see the [Parental and Adoption Support Leave Policy](#) for those accompanying a pregnant woman at an antenatal appointment.

13. MATERNITY LEAVE AND PAY

- 13.1 Entitlement to maternity pay is based on the employee's length of continuous service. The flowcharts provide more detailed information (Appendix 1/2).
- 13.2 Maternity leave cannot commence more than 11 weeks before the EWC.

- 13.3 All women are entitled to both 26 weeks' OML and 26 weeks' AML, thus providing a right to one year's maternity leave in total, regardless of length of continuous service.
- 13.4 If the employee is absent from work due to a pregnancy related illness during the 4 weeks before the EWC, her maternity leave will commence automatically.
- 13.5 Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness absence.
- 13.6 Employees may be eligible for one or more of the following payments –
- **Statutory Maternity Pay (SMP)** - An employee is eligible for SMP providing she meets certain criteria. The Payroll Section will advise the employee of her entitlement. SMP payments are higher rate SMP (90% of average weekly earnings) for the first six weeks, then flat rate SMP for the next 33 weeks or 9/10ths average weekly earnings if this is less. Current rates are available from the GOV.UK website.
 - **Maternity Allowance (MA)** - Where the employee is not eligible for SMP she may be able to claim MA from the Department for Work & Pensions. The Payroll Section will send the employee a claim form to complete. MA payments are flat rate for 39 weeks. Current rates are available from the GOV.UK website.
 - **Contractual Maternity Pay (CMP)** - This will depend on the employee's length of service (Appendix 1/2).
- 13.7 If an employee has declared that she will be returning to work following the birth, she must return to Ventrus for a period of time, in order to 'protect' her CMP. Where the employee holds more than one post, she must return to each post in order to protect the CMP which has been paid against that employment.
- The period for which the employee must return is 3 months for support staff and 13 weeks for teachers, regardless of the number of hours worked. CMPs are made at the normal pay interval (less normal deductions) or withheld until the employee returns to work, when the amount is paid as a lump sum (less normal deductions).
- 13.8 If an employee decides not to return to work (i.e. resigns) or the contract ends for a reason other than redundancy whilst on maternity leave, CMP ceases when the employment ends. The employee is required to repay the half pay elements of CMP (12 weeks) paid up to and including the last day of employment if she does not return to Ventrus employment (as set out in 13.7) Payroll will notify the employee of the amount. (This applies to employees on permanent and fixed term contracts).
- If an employee holds more than one post and chooses to return to one or more but not to all posts, she will be required to repay the half pay elements, if applicable, paid against the post(s) which she chooses to not return to (as set out in 13.7).
- 13.9 If an employee is made redundant whilst on maternity leave, CMP ceases on the last day of employment. The employee is not required to pay back any half pay elements of CMP (12 weeks) paid up to and including the last day of employment. (This applies to employees on permanent and fixed term contracts).
- 13.10 The employee will not have to refund SMP/MA payments.
- 13.11 If the employee is made redundant during maternity leave any maternity pay should be topped up to the equivalent of full pay during the notice period (section 87(4) of the Employment Rights Act 1996).
- 13.12 To be eligible for maternity leave and pay, employees must meet specific notification requirements in line with this policy.

14. HEALTH & SAFETY

- 14.1 The line manager and/or the relevant risk assessor is/are required to carry out specific risk assessments for all employees of childbearing age.
- 14.2 When an employee notifies her line manager that she is pregnant it is important that this risk assessment is reviewed, in consultation with the employee and the risk assessor.
- 14.3 A further review should take place when the employee returns to work following maternity leave.
- 14.4 Should the risk(s) be significant the line manager will need to take action. Advice can be sought from Medigold, the Occupational Health provider. This may include:
- Removing the hazard(s) or avoiding the employee's exposure to the risk(s);
 - Advising the employee of the risk;
 - Informing the employee of any action you will take to ensure that the employee is not exposed to a risk that could cause harm.
- 14.5 **Removing the employee from the workplace if the level of risk is greater than the level of risk expected outside the workplace**
- This can be done by temporarily adjusting her working conditions and/or hours of work, offering the employee suitable alternative work (if any is available) or if neither of these is feasible, suspending the employee from work (with pay) for as long as necessary to protect her safety and that of the child.
- 14.6 The Health and Safety Executive (HSE) has advised that 'pregnancy should not be equated with ill health, it should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety procedures'.

15. RISK OF RUBELLA – TEACHERS

- 15.1 If in the early months of pregnancy, a teacher is advised by an approved medical practitioner to absent herself from school because of the risk of rubella, she shall be granted leave with full pay, provided that she does not unreasonably refuse to serve in another school where there is no such undue risk.

16. ANNUAL LEAVE ENTITLEMENT DURING MATERNITY LEAVE (NOT APPLICABLE TO TEACHERS OR SUPPORT STAFF WHO TAKE THEIR HOLIDAYS DURING SCHOOL CLOSURE PERIODS)

- 16.1 Maternity leave does not affect annual leave entitlement, i.e. when taking maternity leave the employee will still be entitled to her full annual leave allowance within the year(s) in which the maternity leave falls.
- 16.2 If an employee's maternity leave spans two annual leave years, she will be able to carry forward her contractual entitlement into the new leave year. However, the line manager should be proactive about managing the amount of leave that the employee will have and discuss the options available as early as possible. These options could be to:
- take annual leave before the start of the maternity leave;
 - start the maternity leave earlier than anticipated and fit in the annual leave before returning to work;

- return before the end of the maternity leave so that the remaining leave can be taken before the end of the annual leave year;
 - take annual leave at the end of maternity leave, fitting it in before returning to work.
- Any leave carried over must be taken by 31st August of the subsequent leave year.

- 16.3 During maternity leave annual leave will accrue in the same way as it did before the absence began. If the employee returns to work on a reduced hours basis, on the date of return to work the annual leave will begin to be calculated at the new pro-rata rate.
- 16.5 If the employee decides not to return to work, annual leave will accrue up to the final date of service.
- 16.6 If during the maternity leave period the employee subsequently decides not to return to work and too much annual leave has been taken then there will be a requirement to pay back some of the annual leave taken in advance.

17. ANNUAL LEAVE ENTITLEMENT DURING MATERNITY LEAVE (APPLICABLE TO TEACHERS AND SUPPORT STAFF WHO TAKE THEIR HOLIDAYS DURING SCHOOL CLOSURE PERIODS)

- 17.1 (a) The leave year for teachers, for the purpose of establishing annual leave entitlement, whilst on maternity leave is 1 September to 31 August.
- (b) The leave year for support staff on NJC terms and conditions, for the purpose of establishing annual leave entitlement, whilst on maternity leave is 1 April to 31 March.
- 17.2 Following the introduction of the Working Time (Amendment) Regulations 2007, which came into effect on 1 October 2007, the statutory leave entitlement has increased to 28 days (5.6 weeks), pro rata for those working part time. This is not an additional entitlement to annual leave on top of the current school closure arrangements.
- 17.3 Employees on maternity leave are entitled to the statutory annual leave under the Working Time Regulations. Employees who take maternity leave must be able to take the statutory annual leave at a time outside of her maternity leave. Annual leave entitlement can be offset by any period of school closure that has taken place in the leave year in question i.e. both before and after the maternity leave period.
- 17.4 On return from maternity leave, employees must be allowed to take any outstanding leave during term time during that leave year if there are insufficient school closures to accommodate leave in that leave year. Where the return from maternity leave is so close to the end of the leave year that there is not enough time to take the entire annual leave entitlement, employees must be allowed to carry over any balance of leave to the following leave year. Employees can be required to take this during the remaining periods of school closure after the statutory annual leave for that leave year has been accommodated.
- 17.5 It will not be possible for employees to obtain payment in lieu of untaken annual leave instead of taking leave during the leave year. However, payment in lieu may be necessary, if the employee does not return to her job following maternity leave. Payment will be made in accordance with the Working Time Regulations and is not pensionable.

18. PUBLIC AND EXTRA STATUTORY HOLIDAY ENTITLEMENT DURING MATERNITY LEAVE (NOT APPLICABLE TO TEACHERS)

- 18.1 **Full time employees** - During both periods of OML and AML, an employee is entitled to accrue public holiday entitlement as those public holidays and extra statutory days fall, with a substitute day of paid leave being provided at another time.
- 18.2 **Part time employees** - During both periods of OML and AML an employee is entitled to accrue pro-rata public holiday and extra statutory day entitlement, as those days fall, and will be given substitute paid leave at another time, e.g. where an employee works three days per week, they will receive an entitlement to 3/5ths of the total number of public holiday and extra statutory days that fall during their whole maternity leave period.
- 18.3 **Term time employees** - Term time only employees should be given a substitute day of paid leave during term time, where a public holiday/extra statutory day falls during their OML and AML period. This should be managed locally, in the same way as the additional day of annual leave after ten years' continuous service.
- 18.4 Substitute leave may be taken immediately following the end of the period of maternity leave, which should allow for any maternity cover arrangements to be managed most effectively. Alternatively, any substitute leave may be added to the annual leave entitlement to be taken upon the return to work. In all cases, this should be recorded.

19. PENSION CONTRIBUTIONS DURING MATERNITY

19.1 Teachers:

- During the period of paid maternity leave, pension contributions will be paid and deducted from the teacher's pay in the usual manner.
- Any unpaid period will not be pensionable/reckonable.
- Contact Teachers' Pensions on 0345 6066166 and ask for the Fact sheet on Maternity/Paternity which is also available online at www.teacherspensions.co.uk

19.2 Support Staff:

- During any period of paid or unpaid statutory maternity leave, employees who are members of the Local Government Pension Scheme (LGPS) will pay basic pension contributions on the pay actually received but Ventrus will pay pension contributions on the pay the employee would have received had she been at work (Assumed Pensionable Pay (APP)). The service will count as normal for pension purposes, i.e. as if the employee had been at work.
- During any period of unpaid AML, pension will not accrue, unless the employee elects to pay Additional Pension Contributions (APC) by buying the 'lost' pension.
- If an employee elects to buy the 'lost' pension by paying an APC within 30 days of returning to work, the employer must pay 2/3rds of the total cost with the remaining 1/3rd being paid by the employee. If the election is not made within the 30-day period then the employee will pay the full cost, unless the employer chooses to contribute towards the cost.
- If the employee wishes to buy the 'lost' pension they need to read the employee factsheet *ABSENCES – Buying lost pension for an absence* which can be found on the Peninsula Pensions website

(www.peninsulapensions.org.uk), which explains how to calculate the cost and then what the process is.

- Where an employee works on a Keeping in Touch Day, both the employee and the employer will pay contributions based on the pay the employee receives for that day and it will count in full for pension purposes (See Appendix 3)

20. WORKING DURING MATERNITY LEAVE/"KEEPING IN TOUCH" DAYS

- 20.1 A woman can do 10 days' work during her maternity leave without bringing her maternity leave to an end. Working for part of a day will count as one day.
- 20.2 Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.
- 20.3 A line manager cannot insist that a woman carries out any work and equally a woman cannot insist on being given any work to do.
- 20.4 A woman's maternity leave will not be extended, due to the fact that she has carried out some work during this period.
- 20.5 A woman will not lose any SMP for working up to 10 days.
- 20.6 A woman will be paid their normal rate of pay for any work done under the contract of employment and this will be offset against any SMP due for each day.
- 20.7 A woman will lose her SMP for any week in which she does any further work.
- 20.8 A woman cannot carry out any work during the first two weeks following the birth of the child.

21. MATERNITY RIGHTS IN THE EVENT OF A STILLBIRTH OR MISCARRIAGE

- 21.1 **Stillbirth or miscarriage before the 25th week of pregnancy** - If an employee miscarries or has a stillbirth earlier than the 25th week of her pregnancy she will commence a period of sickness absence and be treated as any other employee who is absent due to sickness, including the payment of sick pay.
- 21.2 **Stillbirth from 25th week of pregnancy onwards** - A woman who has a stillbirth from the 25th week of pregnancy onwards will be eligible to full maternity scheme benefits.
- 21.3 **Birth of a live child before the 25th week of pregnancy onwards** - A woman who gives birth to a live child, even if the child later dies, at any point in her pregnancy will be entitled to full maternity scheme benefits.
- 21.4 **Parental Bereavement Leave**
The Parental Bereavement (Leave and Pay) Act 2018 is expected to come into force in April 2020. This will provide bereaved parents with the right to two weeks of leave following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy. Bereaved parents will be entitled to take their leave in one two-week block or in two separate blocks of one week. The entitlement must be taken within 56 weeks, starting with the date of the child's death and can start on any day of the week and if the loss of more than one child is experienced the entitlement is granted for each child.

Bereaved parents employed with a minimum of 26 weeks' continuous service will also be entitled to receive statutory parental bereavement pay. Those with less than 26 weeks' continuous service will be entitled to take two weeks of unpaid leave. An employee is not required to share a death certificate with their employer.

22. RIGHT TO RETURN TO WORK

- 22.1 Employees have the right to return to work, following maternity leave, subject to specific requirements.
- 22.2 'Return to work' means to the job to which the employee was employed under her original contract of employment, and on terms and conditions not less favourable than those which would have been applicable to her if she had not been absent. 'Job' for this purpose, means the nature of the work that she is employed to do and the capacity and place in which she is so employed.
- 22.3 Where it is not practicable by reason of redundancy for Ventrus to permit the employee to return to work in her job, the employee shall be entitled to be offered a suitable alternative vacancy where one exists. The duties in that post should be suitable for the employee and appropriate to the circumstances. Also, the capacity and place in which she is to be employed and her terms and conditions of employment should not be substantially less favourable to her than if she had been able to return to the job in which she was originally employed. Suitable alternative employment as described above may also be offered if exceptional circumstances other than redundancy (e.g. a general reorganisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which she was employed prior to her absence.

23. RETURN TO SCHOOL FOLLOWING A RESIGNATION AND BREAK FOR MATERNITY REASONS (SUPPORT STAFF ONLY)

- 23.1 Where an employee returns to Ventrus service following a break for maternity reasons, or reasons concerned with caring for children or other dependants, he or she will be entitled to have previous service taken into account in respect of the following provisions, provided that the break in service does not exceed eight years and that no permanent paid full time employment has intervened:
- Sickness provisions
 - Maternity provisions
 - Adoption provisions
 - Period of notice to terminate employment
- 23.2 For the purpose of the calculation of entitlement to annual leave, the eight years' time limit does not apply, provided that no permanent paid full-time employment has intervened.
- 23.3 The calculation of continuous service for rights against unfair dismissal or redundancy payments are not included within this contractual provision.
- 23.4 If an employee chooses to return to Ventrus she will be asked to complete and sign a form confirming her service and that no permanent paid full-time employment has intervened.

24. COSTS

- 24.1 There may be a need to replace an employee on maternity leave. Line managers can contact Payroll for further information. The tables below provide an outline of entitlements:

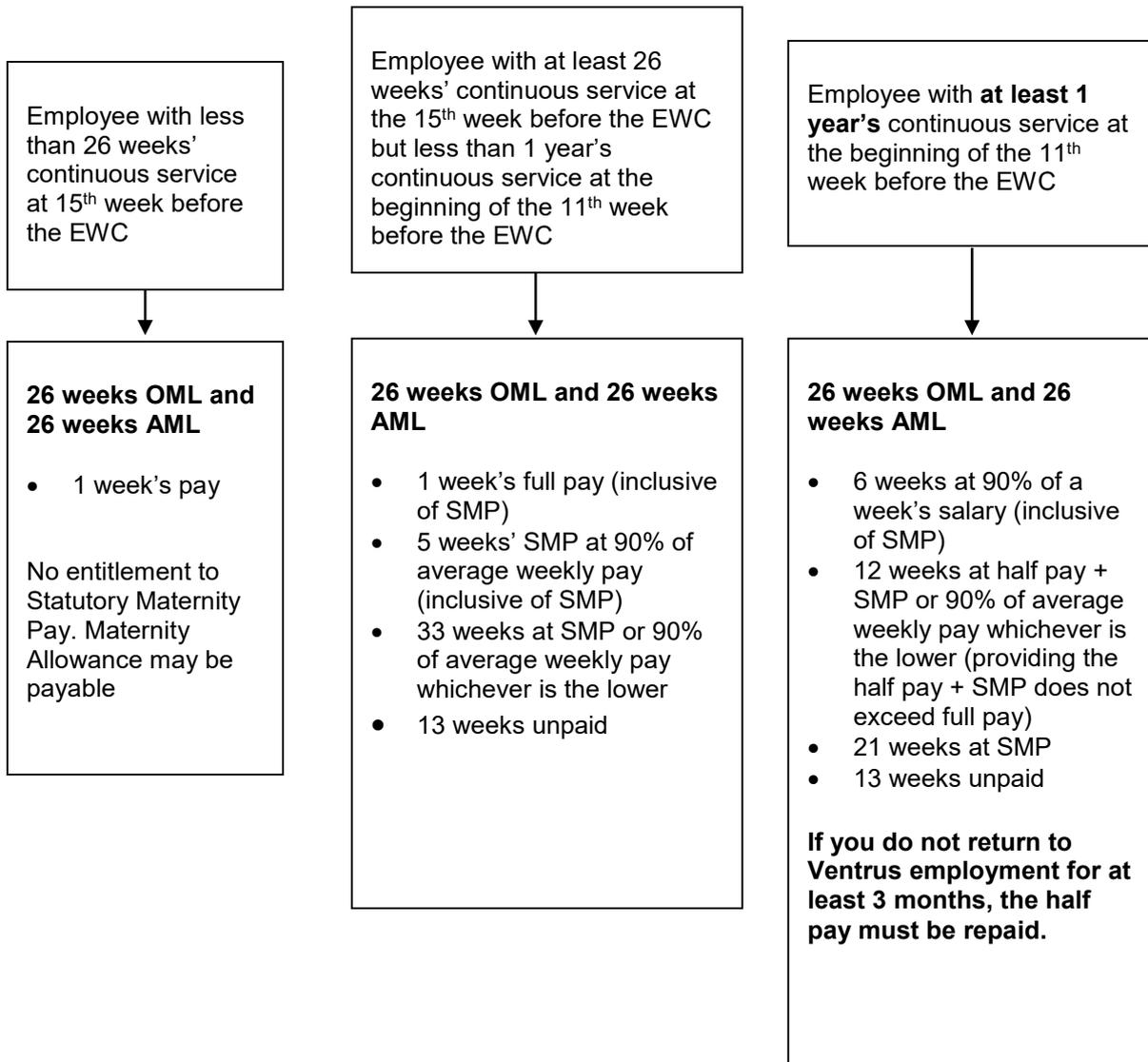
24.1.1 Support Staff

Length of service	Week	Employee Receives	Cost
At least 26 weeks' continuous service but less than 1 year's continuous service	1	Normal pay which when added to SMP (90% of average weekly earnings) or MA (flat rate) will secure the equivalent of normal pay	If entitled to SMP, 8% of the 90% plus the balance of normal salary If entitled to MA, normal salary less MA If no entitlement to statutory pay, one weeks' normal pay
	2 - 6	SMP - 90% of average weekly earnings	If entitled to SMP, 8% of the 90%
	7 - 39	SMP - flat rate (current rates are available from the GOV website)	If entitled to SMP, 8% of flat rate (which may be less if employee is a low earner)
At least 1 year's continuous service	1 - 6	CMP/SMP - 90% of average weekly earnings	If entitled to SMP, 8% of the 90%
			If entitled to MA, 90% of normal pay less MA
	7 - 18	CMP - 50% of average weekly earnings + SMP - flat rate	50% of average weekly earnings + 8% of flat rate if entitled to SMP providing half pay + SMP does not exceed full pay
At least 1 year's continuous service and returning to work	19-39	SMP - flat rate	8% of flat rate if entitled to SMP

24.1.2 Teachers

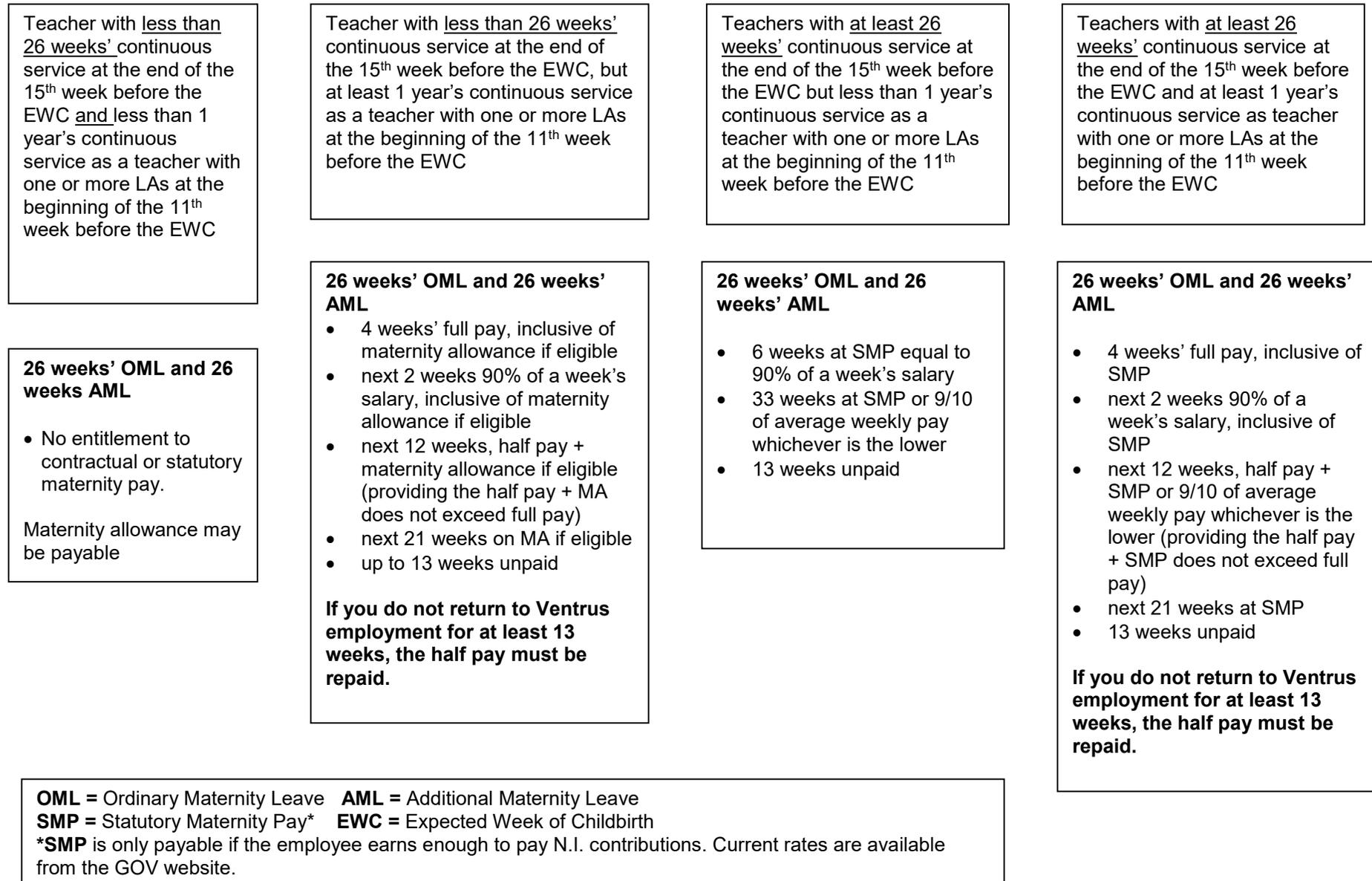
Length of service	Week	Employee Receives	Cost
Less than 26 weeks' continuous service with Ventrus and less than 1 year's continuous service with one or more LA's	1-26	Nil	Nil
Less than 26 weeks' continuous service with Ventrus but at least 1 year's continuous service with other LA's If returning to work	1-4	Normal pay when added to flat rate MA will secure the equivalent of normal pay	If entitled to MA, normal salary less MA. If no entitlement to statutory pay, 4 weeks' salary
	5-6	90% of average weekly earnings	If entitled to MA, 90% of 2 weeks' salary less MA If no entitlement to statutory pay, 2 weeks' pay 90%
	7-18	CMP - 50% of average weekly earnings provided half pay plus maternity allowance does not exceed full pay	50% of average weekly earnings
At least 26 weeks' continuous service with Ventrus but less than 1 year's continuous service with other LA's	1 - 6	90% of average weekly earnings	If entitled to SMP, 8% of the 90%
	7 - 39	SMP flat rate	If entitled to SMP 8% of flat rate
At least 26 weeks' continuous service with Ventrus and at least 1 year's continuous service with other LA's If returning to work	1-4	CMP/SMP - normal pay when added to SMP (90% of average weekly earnings) or flat rate MA will secure the equivalent of 4 weeks' normal pay	If entitled to SMP, 8% of 90% plus the balance of normal salary If entitled to MA, normal salary less MA If no entitlement to statutory pay, 4 weeks' salary
	5-6	CMP/SMP 90% of average weekly earnings	If entitled to SMP 8% of the 90% If entitled to MA 90% of normal pay less MA
	7-18	CMP/SMP - 50% of average weekly earnings plus SMP flat rate	50% of average weekly earnings plus 8% of flat rate if entitled to SMP
	19-39	SMP flat rate	8% of flat rate if entitled to SMP

Appendix 1 Support Staff Maternity Benefits Flowchart



OML = Ordinary Maternity Leave
AML = Additional Maternity Leave
SMP = Statutory Maternity Pay*
EWC = Expected Week of Childbirth
 *SMP is only payable if the employee earns enough to pay N.I. contributions. Current rates are available from the GOV website.

Appendix 2 Teachers' Maternity Benefits Flowchart



Appendix 3 Pension Contributions during Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML)

Type of Leave	Member pays basic pension contributions on	Employer pays contributions on	How pension counts under the LGPS	
OML (wks 1-26)	Actual OMP and/or SMP, if any, received	Notional full pay (Assumed Pensionable Pay)	Counts in full as if the employee had been at work	
<i>Paid AML</i> (wks 27 – 39)	Actual pay received	Notional full pay (Assumed Pensionable Pay)	Counts in full as if the employee had been at work	
Unpaid AML (wks 40 – 52)	Employee opts to pay Additional Pension Contributions (APC) to cover unpaid period	Employee requests details of lost pensionable pay from Employer and uses the calculator on www.lgps2014.org to calculate the APC	If employee confirms option to pay APC within 30 days of returning to work, employer pays two-thirds of the APC cost. If the option is made more than 30 days after returning to work, the employee pays the whole APC and the employer pays nothing	Record is credited with the amount of lost pension bought by the APC
	Employee does not opt to pay contributions for unpaid AML period	Not applicable – no contributions are due	Not applicable – no contributions are due	Does not count

Note: If an employee is paying additional regular contributions (ARCs) and/or additional pension contributions (APC) to purchase extra annual pension, or is paying additional survivor benefit contributions (ASBCs) to uprate some or all of their pre 6 April 1988 membership so that it counts in calculating a surviving nominated co-habiting partner's pension, or is paying additional pension contributions to purchase added years of membership, those additional employee contributions continue to be paid throughout the whole period of any maternity, paternity or adoption leave (unless the employee opts to stop paying those contributions). AVCs continue to be paid on any pay received (unless the employee opts to stop paying those contributions). Any AVCs that are being paid in respect of additional life cover must be maintained during the whole period of leave or the policy will lapse and the life cover lost.

Appendix 4 Terms and abbreviations

Actual Week of Childbirth (AWC)	This is the week the baby is born.
Additional Maternity Leave (AML)	An additional 26 weeks' maternity leave, immediately following ordinary maternity leave (OML), which gives the right to one year's maternity leave in total to all pregnant employees, regardless of length of continuous service.
Childbirth	The live birth of a child, or a stillbirth after a pregnancy that has lasted at least 24 weeks.
Compulsory Maternity Leave (CMP)	The two weeks commencing with the day of childbirth during which employers are prohibited from allowing the employee back to work.
Continuous service (excluding teachers)	Continuous service includes continuous previous service with any public authority to which the Redundancy Payments Modification Order (Local Government) 1983 (as amended) applies.
Continuous service (teachers)	Continuous service includes continuous previous service as a teacher with any Local Authority under the Redundancy Payments Modification Order.
Contractual Maternity Pay (CMP)	This is the payment made by Ventrus over and above SMP, as part of the employee's Conditions of Service.
Expected Week of Childbirth (EWC)	This is the week the baby is expected to be born.
Job	For this purpose, means the nature of the work that the employee is employed to do and the capacity and place in which she is so employed.
MATB1	This is the certificate issued by the employee's GP or Midwife (no earlier than 20 weeks before the EWC) to confirm the date of the EWC.
Maternity Allowance (MA)	Where the employee does not qualify for SMP she may be entitled to MA, which is paid directly by the Department for Work and Pensions.
Ordinary Maternity Leave (OML)	26 weeks' maternity leave. Available to all pregnant employees.
Qualifying Week	This is the 15th week before the EWC. It is used to determine entitlement to SMP, as the employee needs to have worked for the same employer for at least 26 weeks up to and including the Qualifying Week (in addition to paying appropriate National Insurance Contributions).
Return to Work	Means to the job to which the employee was employed under her original contract of employment, and on terms and conditions not less favourable than those which would have been applicable to her if she had not been absent.
Statutory Maternity Pay (SMP)	Providing the Qualifying Week and National Insurance contribution criteria are met, the employee will be entitled to SMP. This payment is made by Ventrus on behalf of the Department for Work and Pensions. Current rates are available from the GOV website.
Week	A woman can start to receive her SMP on any day of the week.
Week's Pay	This is usually the amount payable by Ventrus to the employee under her current contract of employment for working her normal hours in a week.

Appendix 5 Useful Contacts and Information

Ventrus HR	01392 256020
Payroll	01392 256020
Pensions:	
Teachers' Pensions	www.teacherspensions.co.uk 0345 6066166
LGPS (Peninsula Pensions)	www.peninsulapensions.org.uk 01392 383000 and ask for "Pensions"
HM Revenue & Customs	http://www.hmrc.gov.uk/
Department for Work & Pensions	http://www.dwp.gov.uk/
Pinpoint Community Services in Devon Help and support services for parents and families	https://www.pinpointdevon.co.uk/parents-and-families/ 0345 155 1015
GOV.UK	www.gov.uk

Appendix 6 Policy Schedule

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
15.12.2006	Policy amended to take account of Work & Families Act 2006 for those with an EWC on or after 1.4.07	P&S	01.04.2007	
28.3.2007	Policy reformatted into shell document & rate of SMP, effective from 1.4.07, updated to £112.75.	P&S	01.04.2007	01.04.2008
06.04.08	Policy updated as statutory pay increased to £117.18 per week. Reference to maternity leave/pay prior to 1 April 2007 has been deleted.	P&S	06.04.2008	April 2009
16.06.08	Policy updated following a High Court ruling that UK law on pay and benefits during maternity leave does not meet EU requirements. New regulations will affect those with an expected week of childbirth (EWC) which falls on or after 5 October 2008. Essential car user and bank holiday entitlement now extended to include AML.	P&S	05.10.2008	April 2009
07.07.08	Section 17.3 added to policy to ensure the essential car user lump sum continues throughout OML/AML, if applicable.	P&S	05.10.08	April 2009
08.09.08	Policy updated following amendments to the Sex Discrimination Act 1975 in relation to pension contributions. Section 18.1 amended as teachers no longer able to pay combined contributions.	P&S	05.10.08	April 2009
08.09.08	Section 16 added following the introduction of the Working Time (Amendment) Regulations 2007.	P&S	01.09.08	April 2009
20.03.09	Flexible Working Requests (Section 10) added. Other minor adjustments: amended wording (9.6 and 21.5); changed 'bank' to 'public' holidays (Section 21); added reference to adoption leave (24.1); corrected numbering (Section 11), and, added definition of Continuous Service (excluding teachers)(Appendix 3).	P&S	20.03.09	April 2009

24.03.09	Policy updated as Statutory Maternity Pay increased to £123.06 per week.	P&S	06.04.09	April 2010
23.10.09	Minor amendments: Updates to front cover, amended wording to align with adoption policy (section 1.1 and 2.1), changed Personnel to HR (sections 4.4, 8.2 and page 16 costs table), amended wording from 24 days to statutory (section 17.4), deleted last line (section 17.4) regarding pay in lieu, changed Social Services to Social Care (section 21.5), deleted CMP for weeks 2 to 6 (Costs table – page 16), added SMP after 5 weeks at 90% of average weekly pay (Appendix 1 – 2 nd column), amended flowchart wording from authority to government (Appendix 1), added further wording in first box of Appendix 2, reordered Appendix 3 and added continuous service information for teachers, and updated contact pages. Section 12 added information about relaxation and parenting classes. Section 13.7 updated to align with adoption policy wording and confirming that teachers have to return to Ventrus for 13 weeks. Section 24.1 updated to reflect the Green Book National Provisions.	P&S	October 2009	April 2010
12.02.2010	Minor amendment to section 8.1 – Payroll no longer need to be sent a copy of the birth certificate following the birth of the baby.	P&S	February 2010	April 2010
06.04.2010	SMP rates deleted as information can be obtained from GOV website.	P&S	04.04.2010	April 2011
18.10.2010	Minor amendments to essential car user wording in section 18.2.	P&S	18.10.2010	April 2011
19.04.2011	Sections 13.8 and 13.9 added. Updates to names of forms – CTP5 to MAT5, CTP6 to MAT6, CTP1 to Online Absence Report and LGS8 to Prism 2.	P&S	19.04.2011	
	New Section 6.1 added “Maternity leave can commence at any time from 11 weeks before EWC. It must commence no later than the day after childbirth.” New Section 6.3 added: “If childbirth occurs before the date the employee notified as the day she intended to start maternity leave then her maternity leave will commence on the day after the day of childbirth.”	HR Direct	12.07.2012	

20.09.2012		Update to section 4.4 to reflect that Payroll undertake this function, and update to 8.2 to reflect change of name to HR Direct	HR Direct	20.09.2012	
15.11.2012		Correction to section 4.4 to reflect line management responsibility	HR Direct	15.11.2012	
01.11.2013		Amendment to section 16.2 regarding carryover of annual leave. Update HR Direct to HR ONE Helpline Public and extra statutory holiday entitlement during maternity leave section amended to clarify accrual, and moved to follow Annual Leave during Maternity Leave sections Update to sections 13.7 and 13.8 to clarify where employee holds more than one post. Update to wording 24.2 and 24.4	HR ONE	01.11.2013	
01.05.2014		Update to Section 6.4. Employee to notify Payroll if they require a hard copy of their Payslip to be sent to their home address.	HR ONE	26.6.14	
26.06.2014		Update to Section 20.2. Update to Pensions section as result of changes to LGPS.	HR ONE	26.6.14	
08.12.2014		Update to Section 16 and 17 to encompass staff who work in schools and take their leave during school closure periods	HR ONE	09.12.14	
16.12.2014		Section 5.2 added to reflect the addition of Time off for antenatal Care	HR ONE	17.12.14	
16.12.2014		13.11 added to highlight the legal position in relation to pay whilst an employee is under notice of redundancy.	HR ONE	17.12.14	
27.2.2015		Format and content revised to specifically apply to academy schools	HR ONE	27.2.15	
Mar 18	V1.0	Revised policy to reflect the Trust's Leadership structure and terminology	SL Updated Nov 17 Contact: SS	March 2018	2020
Mar 20	V1.1	Revised policy: Remove reference to essential car users, as this does not apply to the Trust Added section on Parental Bereavement Leave Updated contact details sheet	SS updated Jan 20	March 2020	2022