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Maternity Information Pack

#### Non-Teaching Staff



Revised August 2018

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Maternity Information Pack

#### Non-Teaching Staff

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### Introduction

Congratulations on the forthcoming birth of your baby. Becoming a parent brings new needs, not only in health care and adjusting to the obvious changes at home, but also in relation to what happens at work.

This pack has been prepared to ease the process by answering some of the questions you may have about your entitlement to maternity leave/pay and the options open to you, both before and after the birth of your baby. The pack also contains some general information relating to your health during pregnancy, guidance on health and safety provisions, and your entitlement to certain state benefits.

**2 Antenatal care**

Throughout your pregnancy you will have regular care, either at a hospital antenatal clinic, or with your own GP or community midwife. You have a legal right to reasonable time off work, with pay, for antenatal care. This applies to all pregnant employees regardless of length of service or hours worked. At your first medical appointment, you should ask for confirmation that you are pregnant and an appointment card to show your supervisor when you need time off.

Preparation for labour classes are held at hospitals, local clinics and health centres. Most of these classes will take place in the last three months of your pregnancy when you may have commenced maternity leave but if you are working later into your pregnancy you will also be granted reasonable time off work, with pay, to attend these classes.

In accordance with the council’s policy on Leave for Family Care Purposes, the child’s father (please see the glossary of terms for a full definition) or your partner or nominated carer, if a council employee, will be granted, on production of evidence and upon giving sufficient notice, unpaid time off in order to accompany you to up to two antenatal appointments.

**3 Pregnancy and health**

**Work**

The council is committed to protecting the health, safety and welfare of its employees and an assessment of any potential risks for pregnant employees in your work area may have been included in the general risk assessment process. This includes manual handling and exposure to chemicals. However, if you are concerned about any aspect of your work while you are pregnant, you should contact your line manager or a health and safety adviser.

**Night Working**

Regulations governing the health and safety of pregnant employees at work provide you with the right to be transferred from night work to day work on health and safety grounds. If your GP considers that it is necessary for you to transfer to day work, they will give you a medical certificate, which you should give to your line manager. Any transfer from night work will be on your existing salary grade and conditions of service and will include any night working payment.

**Display Screen Equipment**

The most recent research shows that there is no evidence of a link between problems with pregnancies and display screen equipment such as PC’s (including concerns about radiation, posture and stress). However, the council recognises that some pregnant employees may still have concerns about operating such equipment and in these cases the employee may seek advice from one of the council’s’ Health and Safety advisers. If the concerns persist, you can be considered for a transfer away from display screen equipment duties for the duration of your pregnancy.

If you are pregnant and have a concern about the continued use of display screen equipment, you should inform your line manager and provide them with a copy of your certificate of pregnancy. Wherever possible, alternative work will be found for you within your own section. Any transfer from display screen equipment work will be on your existing salary grade and conditions of service.

**Occupationally Acquired Infections (Biological Hazards)**

For most workers the risk of infection is not higher at work than from living in the community; but certain occupations, exposure to infections is more likely, for example laboratory workers, health care, people looking after animals and dealing with animal products.

Some types of infection can affect the unborn child during pregnancy; or during or after birth, for example through breastfeeding or through close physical contact between the mother (please see the glossary of terms for a full definition) and child. Examples of agents where the child might be infected in one of these ways are hepatitis B virus, HIV, chicken pox, German Measles (Rubella) etc.

If you are concerned about the risk of occupationally acquired infection, you should give your manager written notification that you are pregnant or breastfeeding and your manager will carry out a risk assessment to identify possible risks and hazards in the workplace or from work activities. You and your health and safety representative will be advised of the outcome of the risk assessment and the measures put in place to protect you.

Managers must regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

**Health**

There are many books and publications concerning your health during pregnancy but one excellent book is ‘Ready, Steady, Baby’. This book is a comprehensive guide to pregnancy, birth and early parenthood and should be given to you free by either your GP or at your first antenatal class.

Although you may already be familiar with, or have recently taken advice on:

* diet during pregnancy;
* smoking;
* alcohol;
* medicine and drugs; or
* breastfeeding etc.

Further advice can be obtained from **Occupational Health and Safety - 🕿** (01506) 281418

1. **State Benefits**

The following is only an outline of some of the main state benefits, which may apply to you. You are therefore strongly recommended to contact your local DSS office to obtain more specific information.

**Statutory Maternity Pay**

The Statutory Maternity Pay (SMP) Scheme is a two-tiered scheme with two rates of Statutory Maternity Pay known as the ‘lower’ rate and the ‘higher’ rate as follows:

* Higher rate = 9/10ths of average weekly earnings
* Lower rate = a set weekly rate reviewed each year in April

See pages 11-13 for full details of the qualifying conditions and your entitlement to SMP.

**Maternity Allowance**

If you are not entitled to SMP you may be entitled to National Insurance Maternity Allowance. To claim this you will need to submit form SMP1 which will be given to you by Payroll together with the maternity certificate from your doctor/midwife to your Social Security Office. The allowance is payable for the first 39 weeks after you commence maternity leave/finish work.

**Free dental treatment**

Dental treatment is free during pregnancy, for a year after the birth, and for all children. Ask your GP or dentist for details.

**Child benefit**

This is a weekly benefit paid for each child you are responsible for. You cannot claim before the child is born, as you need to send your baby’s birth certificate (it will be returned). You can obtain a claim form from your local post office or DSS Office.

**Benefits for low-income families**

If your income is low, you may be able to claim **Income Support and Family Credit.** If you claim either of those, you may also be able to get other benefits such as a Maternity Needs Payment, Housing Benefits and Council Tax Benefit. More information on state benefits to which you may be entitled can be obtained from your local DSS office.

1. **Maternity leave and pay entitlements**

**Definition**

Maternity leave is made up of paid and unpaid leave of absence granted in accordance with the provisions as set out below:

**Notification Requirements**

Maternity leave can commence no earlier than the beginning of the 11th week before the Expected Week of Childbirth (EWC) or from the date of childbirth if that is earlier.

Maternity leave can commence on any day of the week.

When applying for maternity leave you must submit a completed Maternity Notification Form (available on-line or from Human Resources) to your line manager not later than 15 weeks before the Ordinary Maternity Leave commences, or as soon as is reasonably practicable.

Human Resources will provide you with written confirmation of your entitlement to maternity leave, and if applicable, pay.

At least 3 weeks before the date maternity leave is due to commence, or as soon as is reasonably practicable, you must submit a certificate from a registered medical practitioner or certified midwife (MATB1) stating the expected week of childbirth.

If, due to a change in circumstances maternity leave requires to commence early (for example childbirth occurs earlier than expected), you must advise your line manager of this in writing as soon as possible.

**Maternity Leave And Pay**

You are statutorily entitled to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave regardless of your length of service.

It is compulsory for employees who have given birth to have a minimum of two weeks maternity leave commencing with the date of childbirth.

Your length of service will determine your entitlement to maternity leave and pay as detailed below:

**(1) Less than 26 weeks service**

If you have less than 26 weeks continuous service at the beginning of the 15th week before your expected week of childbirth and satisfy the above notification conditions, you are entitled to:

* 26 weeks unpaid Ordinary Maternity Leave;
* 26 weeks unpaid Additional Maternity Leave

You will not be entitled to maternity pay for any part of this leave. You may however be entitled to Maternity Allowance (see State Benefits - Section 4 above).

**(2)** **At least 26 weeks continuous service**

If you have at least 26 weeks continuous service at the beginning of the 15th week before your expected week of childbirth and satisfy the above notification conditions, you are entitled to 52 weeks Maternity Leave as follows:

* 39 weeks paid leave (26 weeks Ordinary and 13 weeks Additional maternity leave) as follows:
* 6 weeks at 9/10th normal pay (inclusive of payments made by way of Statutory Maternity Pay (SMP) or Maternity Allowance (MA) as applicable),
* 12 weeks half pay plus SMP or MA as applicable (the total payment will not exceed full pay), and
* 21 Weeks SMP or MA as applicable; and
* 13 weeks Additional Maternity Leave, which is unpaid.

**(3) At least one year’s reckonable service (inclusive of at least 26 weeks continuous service)**

If you have one year’s reckonable service at the beginning of the 11th week before your expected week of childbirth [EWC] (inclusive of at least 26 weeks continuous service at the beginning of the 15th week before your EWC) and satisfy the above notification conditions, you are entitled to 63 weeks maternity leave as follows:

* 39 weeks paid Maternity Leave as detailed above; and
* 24 weeks Additional Maternity Leave, which is unpaid.

The 63-week entitlement breaks down to a maximum of 11 weeks prior to your EWC and a maximum of 52 following the birth of the baby.

**Statutory Maternity Pay (SMP)**

You are entitled to Statutory Maternity Pay provided you meet the conditions outlined below:

* You have been continuously employed by the council for 26 weeks at the beginning of the 15th week before the EWC;
* You continue to be employed by the council during all or part of the 15th week before the EWC;
* You have average weekly earnings at or above the lower earnings limit for the payment of National Insurance contributions;
* You have complied with the notification requirements outlined above.

Payment of SMP cannot start earlier than the 11th week before the EWC and is paid for a maximum of 39 weeks.

If you are in receipt of SMP, and after the birth of the child take up employment with another employer; or go out with the European Community; or are taken into legal custody; SMP payments stop. It is your responsibility to notify the council in these circumstances.

If you are excluded from entitlement to SMP, the council is required to complete DSS form SMP 1. This form, together with maternity certificate MAT B1 if it has been provided, will be forwarded to you within 7 days of the decision that you are not entitled to SMP, in order for you to claim National Insurance Maternity Allowance (see State Benefits - Section 4 above).

**Qualification For 12 Weeks Half Pay**

In order to qualify for 12 weeks half pay you must provide written confirmation of your intention to return to work for a period of not less than 3 calendar months following maternity leave. This is done by completing the ‘Maternity Notification Form’, which is enclosed with this pack.

If you are unsure if you will return to work, you may elect to postpone payment of half pay until your return by completing the relevant section in the ‘Maternity Notification Form’.

If you have indicated your intention to return to work for a period of at least 3 calendar months following your maternity leave, and subsequently decide not to return, you must confirm your decision in writing to your line manager. You will be required to repay the period of 12 weeks half pay as the council may decide.

**6 Shared Parental Leave**

Shared parental leave enables eligible employees to choose how to share time off work after their child is born or placed for adoption.

A pregnant employee must take a minimum of 2 weeks maternity leave following the birth or the child. If an employee is eligible and they or their partner end maternity or adoption leave and pay (or maternity allowance) early, then they can:

* + - take the remainder of the maternity/adoption leave (up to a maximum of 50 weeks) as shared parental leave
		- take the remainder of the maternity/adoption pay (up to a maximum of 37 weeks) as statutory shared parental pay

Shared parental leave must be taken between the baby’s birth and first birthday (or within 1 year of adoption).

Further information on shared parental leave is contained in the Leave for Family Care Purposes Policy.

**7** **Maternity Support and Paternity Leave**

**Paternity Leave**

Employees who are Fathers (please refer to the glossary of terms for a full definition) or partners of a pregnant person who have 26 weeks continuous service by the 15th week before the EWC are entitled to one or two week’s paternity leave from the date of the child’s birth.

Paternity leave must be taken in a single block of one week or two consecutive weeks within 8 weeks of the birth of the child.

Pay during paternity leave will be as follows:

* The first week will be at full pay, inclusive of Statutory Paternity Pay (SPP)
* The second week will be paid at SPP or 90% of your weekly wage, whichever is the lower

Employees whose average earnings are below the Lower Earnings Limit for National Insurance Contributions will not qualify for SPP

Employees wishing to take Statutory Paternity Leave must inform the council by the 15th week before the week in which the child is expected, where reasonably practicable, of their intention to take this leave. You must state in writing:

* The week in which the child is due;
* Whether you wish to take one or two weeks leave; and
* When you want the leave to start.

You may alter the date on which your leave starts by giving the council 28 days written notice where this is reasonably practicable.

**Maternity Support Leave**

Fathers (please refer to the glossary of terms for a full definition) or partners or the nominated carer of an expectant mother, who do not meet the qualifications for Paternity Leave are entitled to Maternity Support Leave of five days with normal pay. The nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of birth.

For the avoidance of doubt, where an eligible employee elects to take paternity leave, there is no additional entitlement to Maternity Support Leave.

Leave must be taken in a single block of one week at or around the time of the birth of the child. The leave can start on any day of the week.

**8 Contact During Maternity Leave**

The Council reserves the right to maintain reasonable contact with you from time to time during your maternity leave. This may be to discuss your plans for return to work, or simply to update you on developments at work during your absence.

**Keeping In Touch Days**

During maternity leave you are allowed up to 10 days at work with normal pay – known as “keeping in touch days” – without brining your maternity leave period to an end. Normal pay will be inclusive of any SMP or Maternity Allowance payable.

These days do not require to be consecutive and can be used for training or any other activity that enables you to keep in touch with your place of employment.

You do not have a right to attend work during your maternity leave and, the council has no right to require you to attend work during your maternity leave. Therefore a decision as to whether or not keeping in touch days will take place is a matter to be decided between an employee and their line manager.

If you would like to make use of your keeping in touch days, you should discuss this with your line manager providing as much notice as possible.

**9 Returning to work**

You have the right to return to work at any time after the compulsory two weeks maternity leave following the birth of the baby.

You have a statutory right to return to the job in which you were employed under your original contract of employment and on terms and conditions no less favourable than those that would have applied had you not been absent.

However, where exceptional circumstances occur, i.e. where an organisational change necessitates an alteration to your job and this change would have occurred irrespective of your absence on maternity leave, suitable alternative employment may be offered.

You will be formally advised in writing of the date on which you are expected to return to work if taking your full entitlement to maternity leave. If you wish to return to work prior to this date you must provide at least 8 weeks written notice of the date you propose to return.

The council is committed to encouraging employees to return to work after they have had a baby. However, it recognises that traditional patterns of working will prevent some from combining their work and family responsibilities. To increase the opportunities for working available to employees with family responsibilities, the council has adopted a number of policy initiatives which will, hopefully, assist you in reaching a decision on whether or not you wish to return to work following your maternity leave.

**Right to Request Flexible Working**

Parents of a child under the age of 17 (age18 and under if the child has a disability), have the statutory right to request flexible working for the purposes of caring for that child.

Should you wish to alter your working arrangements on your return from maternity leave in order to care for your child you should make a request under this provision by completing a Flexible Working Application Form, available on [MyToolkit](https://www.westlothian.gov.uk/media/1588/Reduced-Working-Hours-Policy/doc/ReducedWorkingHoursPolicy.docx)

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Adjustments to working arrangements might include:

* a reduction in working hours (e.g. part-time working or job sharing);
* a change to times of work (e.g. a change in normal starting and finishing times; a compressed working week);
* additional unpaid leave;
* term time working;
* a change in work base, perhaps for the purposes of reducing travelling time.

Your line manager will consider your request in accordance with the needs of the service and your preferred working arrangement will be accommodated where possible. You will be informed of the outcome of your request in writing. It may be beneficial to both parties to agree to a trial period before a final decision is taken in relation to granting or refusing a request for flexible working.

**Childcare**

A key factor in returning to work following maternity leave is arranging childcare to meet your requirements. Whilst the council does not provide employees with direct assistance with childcare, West Lothian has a wide range of childcare services including full and part-day group care such as private nurseries, crèches, playgroups and Wraparound Care. Wraparound Care is based in some council Nursery schools and Nursery Classes, and is aimed at 3 - 8 year olds.

For full information on childcare, including Wraparound Care, contact:

Childcare Information Service 🕿 (01506) 280044.

Or website address [www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk)

**Childcare Vouchers**

Childcare Vouchers are a government scheme that gives you a much needed cash boost if you pay for registered or approved childcare. The vouchers are not just for cute babies but for all ages in between including teenagers up to age 15, age 16 if they are disabled. Things that count as childcare include Holiday and School Clubs, Nurseries, Nannies or anything else that is registered and regulated by your regional governing body.

For more information go to **Employee Benefits** at <https://wlc.employeebenefitsplatform.com/>

**Annual Leave**

When you return to work from maternity leave, that period of leave shall be taken into account in calculating your annual leave entitlement for the leave year(s) in which your maternity leave falls.

You are also entitled to reinstatement of all public holidays that fall during your period of maternity leave.

Any accrued leave should be taken immediately after the end of your maternity leave and prior to returning to work.

**10 Policy on Leave for Family-Care Purposes**

The policy on Leave for Family-Care Purposes is designed to provide appropriate special leave facilities for employees who require time off work for a variety of family-care purposes as follows:

1. Maternity provisions
2. Paternity Leave
3. Maternity support leave
4. Adoption leave
5. Parental Leave
6. Shared Parental Leave
7. Leave for planned health care of a young child
8. Special leave for illness of a dependant
9. Special leave for bereavement

A copy of this policy and further information can be found on [MyToolkit](https://www.westlothian.gov.uk/article/11805/Family-Care-and-Other-Special-Leave).

or obtained from Human Resources.

**11 Some common questions and answers**

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| **Will my rights to maternity pay/leave be affected if my baby is born early or late?**Your rights to maternity pay/leave will not be affected. However, you should inform your Human Resources Assistant of the date of your baby’s birth so that you are given confirmation of the date up to which you may remain absent. |

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| **What happens if I am absent on sick leave immediately prior to taking maternity leave?**Sick pay can be paid up to the date of maternity leave. However, if you are absent with a pregnancy related illness during the 4 weeks prior to your EWC sick pay cannot be paid. In such cases, your maternity leave will be deemed to have commenced from the first day of sickness |

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| **What if sickness prevents me from returning to work at the end of my maternity leave?**Provided you submit a doctor’s certificate, you will be treated as being on sick leave. |

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| **What happens in the event of a still birth or miscarriage?**If the baby is born after 24 weeks of pregnancy, your entitlement to maternity leave/pay and the right to return to work is unaffected. If the baby dies before 24 weeks of pregnancy, you would be entitled to sick leave/pay in accordance with the council’s Sick Pay Scheme. Sick leave under these circumstances will be treated as pregnancy related absence. |

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| **Will my maternity pay be taxed?**Yes, Income Tax and National Insurance contributions will be deducted from your maternity pay as appropriate. |

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| **When can I start my maternity leave?**Maternity leave can start no earlier than the 11th week before the EWC. You may, if you wish, continue to work until the week the baby is born |

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| **What deductions continue to be made in respect of my pension scheme contributions during maternity leave?*** You will continue to make pension contributions on your maternity pay, even if you do not intend to return to work.
* If you decide to take a period of unpaid additional Maternity Leave you will not build up pension benefits during this time. You can elect to cover the period of pension ‘lost’ by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract. Provided that you make an election to buy the ‘lost’ pension within 30 days of ending maternity leave the cost is shared 1/3rd to you and 2/3rds to the Council. You can receive a quote and apply to buy any ‘lost’ pension at: <http://scotlgps2015.org/apc/?_ga=1.220510936.1396356657.1448628855>
* If you contribute to a personal pension, you should discuss this matter with the ‘provider’ of your personal pension.
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| **What will happen if I am currently undertaking a further and higher education course?**The council will continue to provide as much assistance and support to enable you to complete your course. However, you should discuss the implications with your manager, and liaise with your college tutor who may be able to arrange a postponement of your exams. |

**12 Guidance for staff on the Health & Safety provisions for new or expectant mothers**

**INTRODUCTION**

* The Management of Health and Safety at Work Regulations 1999 (MHSW) include regulations that protect the health and safety of new and expectant mothers who work. The Equality Act 2010 also protects the rights of pregnant workers.
* Information regarding Maternity leave and pay provisions can be accessed on the council’s Intranet under Human Resources Services (Leave for Family Care) or a copy of the Leave for Family Care Policy & Procedure and/or the Maternity Pack can be obtained from your line manager.
* Health & Safety information can be obtained by logging onto the HSE website at: [www.hse.gov.uk/mothers/index.htm](http://www.hse.gov.uk/mothers/index.htm). Alternatively, you can contact **Occupational Health and Safety - 🕿** (01506) 281418.

**QUESTIONS AND ANSWERS**

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| **Do I need to inform my manager when I discover that I am pregnant?**For health & safety purposes it is in your best interest to provide your manager, at the earliest opportunity, with written notification that you are pregnant in order that a workplace risk assessment be carried out and any of the necessary health and safety provisions of the regulations implemented.Your manager should regularly monitor and review any assessment made to take account of possible risks that may occur at different stages of your pregnancy.For the notification requirements required for maternity leave and pay purposes see the Leave for Family Care Policy & Procedure which is available on the council’s Intranet under Human Resources Services or information can be obtained from your line manager. |

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| **Can I continue working as normal whilst I am pregnant?**Yes, a healthy expectant employee can generally do most of the jobs they did before they became pregnant.However, where an expectant employee works nights and this poses a specific work risk, if their GP or midwife provides them with a medical certificate stating they must not work nights, they have a right to be offered suitable alternative day work on the same terms and conditions. If this is not possible, they should be suspended from work on paid leave for as long as necessary to protect their health and/or that of their baby. |

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| **How will I know if my workplace/work activities pose a health and safety risk to me or my baby?**You should give your manager written notification that you are pregnant or breastfeeding and your manager will carry out a risk assessment to identify possible risks and hazards in the workplace or from work activities. You and your health and safety representative will be advised of the outcome of the risk assessment and the measures put in place to protect you.Your manager must regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of your pregnancy. |

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| **What happens if there remains a risk to health and safety?**Every effort should be made to adjust your working environment to suit your needs and requirements in terms of health and safety. If this is not practicable then you should be offered suitable alternative employment, on the same terms and conditions, on a temporary basis. |

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| **Will I be allowed to attend antenatal appointments during working hours?**Yes, pregnant employees are entitled to time off work with pay for antenatal care. Requests for time off must be submitted to your line manager and be supported by an appointment card. |

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| **What can I do if I am exposed to passive smoking while meeting clients in their own home?**You can ask the person(s) to refrain from smoking for the duration of the visit, and if they decline to do so, you are entitled to suspend the visit. You should then report the matter to your manager who will make alternative arrangements with the client. |

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| **Does the council provide facilities for nursing mothers to express milk?**Yes, the council will provide a private, healthy and safe environment for nursing mothers to express and store milk. Toilets are not regarded as suitable and should not be used for this purpose.You should inform your manager, in writing, as early as possible that you plan to continue breastfeeding when you return to work in order that a risk assessment can be carried out. The risk assessment will be specific to you, based on the initial assessment and any medical advice you provide from your GP or midwife. |

**13 Glossary of Terms**

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| **TERM** | **DEFINITION** |
| Childbirth | The birth of a living child or, after 24 weeks of pregnancy the birth of a child whether living or dead. |
| Expected week of childbirth | The period of seven days beginning with midnight on Saturday/Sunday within which the birth is expected to take place. |
| Qualifying week (for Statutory Maternity pay | The 15th week before the week in which the maternity certificate indicates your baby is due. |
| Statutory Maternity Pay (SMP) | Statutory Maternity Pay is governed by the Maternity Allowance and Statutory Maternity Pay Regulations and is payable to employees who have at least 26 weeks continuous service at the beginning of the qualifying week and whose average weekly earnings in the calculation period are above the lower earnings limit for National Insurance contributions. |
| Reckonable service | All service with West Lothian Council (or any local authority or appropriate employer listed in the Redundancy payments (Local Government) (Modification) Order 1983 (as amended). |
| Continuous service | Continuous previous service with any public authority to which the Redundancy Payments Modification Order (Local Government) 1983 (as amended) applies. |

Mother This is a broad term and encompasses any employee who may become pregnant regardless of their gender identity or expression

 Father This is a broad term that encompasses all staff who are the biological parent of the child, the partner of the pregnant parent (including same-sex partner) or are the adoptive parent of the child.

 Partner This is a broad term and includes heterosexual and same sex (same-gender) relationships/partnerships.



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**MATERNITY NOTIFICATION FORM - NON-TEACHING STAFF**

(Please complete in BLOCK capitals)

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| Name: |  | Employee No: |  |  |  |  |  |  |  |
| Designation: |  |
| Place of Employment: |  |
| This section is for **ALL** staffI wish to inform you that I am pregnant and that I intend taking a period of maternity leave |
| Date maternity leave to start: | D | D | M | M | Y | Y |  |
|  |  |  |  |  |  |
| Please select ONE of the options outlined in each of the two sections below by placing a **✓** in the appropriate box) |
| I will definitely be returning to work and wish to take the 12 weeks half pay scheme. |  |  |
| I wish to keep my options open, and will defer the half pay scheme until I return to work. |  |  |
| I will not be returning to work. |  |  |
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| This section **does** **NOT** apply to **part-year** staff. |
| I have a balance of |  | hours/days annual leave due to me up to my period of maternity leave. |
| I will use this leave immediately before my maternity leave, therefore my last working day will be: |
|  | D | D | M | M | Y | Y |  |
| Enter date: |  |  |  |  |  |  |  |
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| **This section is only for members of Lothian Pension Fund.**If you decide to take a period of unpaid additional Maternity Leave you will not build up pension benefits during this time. You can elect to cover the period of pension ‘lost’ by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract. Provided that you make an election to buy the ‘lost’ pension within 30 days of ending maternity leave the cost is shared 1/3rd to you and 2/3rds to the Council. You can receive a quote and apply to buy any ‘lost’ pension at: <http://scotlgps2015.org/apc/?_ga=1.220510936.1396356657.1448628855> |

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| Employee’s signature: | Date: |

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>

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| You should complete and submit this form to your Line Manager by the 15th week before the Expected Week of Childbirth. **Your** **‘MATB1’ certificate should be submitted to your line manager not less than 21 days before you start your maternity leave**.You should also indicate to your line manager the length of maternity leave you intend to take. |

Line Manager to return completed application and MATB1 **as soon as possible** to:

HR Services, Civic Centre, Howden South Road, Livingston EH54 6FF*.*

**15 Personal maternity checklist**

Entitlement to maternity leave is be for a period of up to 52 weeks (63 weeks for those with over 1 years continuous or reckonable service) and maternity leave can commence anytime between the 11th week before your Expected Week of Childbirth (EWC) right up to the week your baby is due. Information on the appropriate dates at which you have to notify the council of your intention to take maternity leave are contained in the information pack and in the Leave for Family Care Policy

Once you have decided on the date you wish to start maternity leave, enter the date on the key date sheet provided, then identify the date by which the council must receive notification of the date of your leave.

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| **Maternity key dates** | **Dates** |
| Your Expected Week of Childbirth.You will notify your employer by submitting your maternity form MAT B1 given to you by your GP or midwife. | ……………………………. |
| Earliest week on which maternity leave may start - 11 weeks before EWC. | ……………………………. |
| Fifteen weeks before start date of maternity leave – complete Notification of Maternity Leave form and pass to your line manager | ……………………………. |
| Confirm the date of your baby’s birth. | …………………………… |
| Proposed return date after maternity leave. | ……………………………. |
| Eight weeks before your return date after maternity leave - contact your line manager in writing to give notice of your intended return date | ……………………………. |
| End of maximum maternity leave period, depending upon entitlement to leave, either 52 or 63 weeks  | ……………………………. |