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Maternity Information Pack

#### Teachers



**Corporate Services revised:**

* **August 2018**

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Maternity Information Pack

#### Teachers

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**1 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 refer to 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 will 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 Head Teacher or a health and safety adviser.

**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, the employee can be considered for a transfer away from display screen equipment duties for the duration of their pregnancy.

If you are pregnant and have a concern about the continued use of display screen equipment, you should inform your supervisor 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. However, any pay supplement which applied as a result of working with display screen equipment, will not apply during any period of temporary transfer whilst you are pregnant. A Health and Safety executive leaflet for reference is available from Human Resources.

**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 either by 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 the council’s Occupational Health and Safety Advisory Unit at West Lothian Civic Centre, Livingston 🕿 01506 281418

**4 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 (see list of useful contacts) 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 9 –12 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 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, together with details of how to claim them is contained within the Social Security booklet ‘Babies and Children’ (Code number BC1) which can be obtained from your local DSS Office.

**5 Maternity leave and pay entitlements**

**Definition**

Maternity leave is the aggregate 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 and pay 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 Head Teacher not later than 21 days 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 Head Teacher 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.

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

If you have less than 26 weeks continuous service at the beginning of the 11th week before the EWC you are entitled to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave with no entitlement to occupational maternity pay or to SMP.

You should note that you may be entitled to Maternity Allowance (MA) (see Section 4 State Benefits)

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

If you have at least 26 weeks continuous service at the beginning of the 15h week before the EWC, and satisfy the notification conditions contained in this procedure, you are entitled to:

* 26 weeks Ordinary Maternity Leave paid as follows:
* 13 weeks occupational maternity pay and SMP, taken together these payments will be equal to the teacher’s normal salary;
* 13 weeks SMP.
* 26 weeks Additional Maternity Leave paid as follows:
* 13 weeks SMP;
* 13 weeks unpaid.

**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 outwith 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 section 4).

**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 employee 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.

###### Right to Return to Work

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 to you if you had 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.

Alternative employment should be suitable to you, appropriate to the circumstances, the capacity, and place of employment that applied prior to your absence on maternity leave. The terms and conditions of employment should not be less favourable than if you had been able to return to the job in which you were employed prior to your absence.

A teacher who:

* by the end of February is known to be pregnant, will not be placed on the transfer list;
* makes known their pregnancy between the end of February and 31 May, will not be granted exemption from the annual transfer arrangements.

###### Notice to Return

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. You will be expected to return on this date unless you advise the council otherwise. If you wish to return prior to this date you must provide at least 28 days notice. If the appropriate notice is not given the council may postpone your return for up to 28 days provided this is not later than the end of the maternity leave period.

###### Annual Leave

During maternity leave, your annual leave will accrue up to a maximum of 40 days per year in line with Teachers contractual entitlement. If your maternity leave spans two leave years then your outstanding leave will be carried forward.

The 40 days contractual entitlement is inclusive of 28 days statutory leave entitlement. The statutory entitlement of 28 days (pro-rata for part-time employees) must be taken for each leave year and cannot be paid in lieu. On return from maternity leave the employee must take any remaining statutory leave in that leave year or as soon as possible if this is not practicable. The timing of this leave will take account of the needs of the service and:

1. in the case of teachers and music instructors, should normally be taken in the term in which the return to work takes place, or within the following term; or
2. in the case of education support officers, quality improvement officers and educational psychologists, should normally be taken as soon as possible following the return to work.

The remaining balance of accrued leave should where possible be taken during school closure days. Otherwise, dependant on service needs your Head Teacher may agree to you taking your leave prior to your return to work.

**Accrual of Personal Incremental Credit**

Your maternity leave shall count, in full, as credited service in the determination of scale placing in accordance with the salary placement regulations. If you return to work under the provisions of the ‘Additional Maternity Leave’ section, the period from the end of paid maternity leave to the date of return to work, shall also be credited in full.

**Premature Birth**

In the event of your baby being born after 24 weeks of pregnancy, but before the commencement of maternity leave, your entitlement to maternity leave/pay and your right to return to work is unaffected. Maternity Leave starts automatically from the day after childbirth.

You must, if reasonably practicable, inform your line manager of the date of childbirth within 28 days of the date of birth.

**Stillbirth or Death of the Baby**

In the event of a stillbirth or the death of the child before 24 weeks of pregnancy, you are entitled to sick leave/pay in accordance with the council’s Sick Pay Scheme.

**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 (please refer to the glossary of terms for a full definition) 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**

The council is committed to encouraging individuals 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. It should be noted that not all of these would apply to every employee.

**Job sharing scheme**

Job sharing can generally be defined as two people voluntarily sharing the duties and responsibilities of one existing full-time post with the salary and appropriate aspects of conditions of service shared on a pro-rata basis according to the hours worked by each job sharer. Job sharing, therefore, involves working on a part-time basis and the hours of work are agreed between the two employees and the Head Teacher.

All Teachers may apply to job share their existing or other jobs within the council and applications should be submitted not later than eight weeks, exclusive of school vacation periods, before the proposed job sharing date. The Head Teacher will then arrange to meet with the applicant to discuss arrangements in accordance with the job sharing guidelines and forward their recommendations to the appropriate Functional Manager. The Functional Manager will consider the application and where it is considered that a post is not suitable to job share, reasons will be given to the applicant. An appeals procedure is available for Teachers unhappy with the decision and further information can be obtained from Human Resources on this and other aspects of the job share scheme.

**Part-time working**

If you previously worked full-time but do not wish to return to full-time working after maternity leave, you could request that you return to work in your existing job on a part-time basis. Whilst there is no guarantee that a Head Teacher can agree to part-time working in every case, it may at least be possible to return to work on a part-time basis initially, which will help you make the transition from maternity leave to working again.

**Childcare**

One of the key factors 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, there is a wide variety of services in West Lothian 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.

Full information on childcare, including Wraparound Care, can be obtained by contacting the

Childcare Information Service 🕿 (01506) 280044.

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

**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 leave
2. Maternity support leave
3. Adoption leave
4. Extended leave for Principal Carer
5. Leave for planned health care of a young child
6. Special leave for illness
7. Special leave for bereavement

**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 the illness. |

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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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| **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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| **Will my accrual of personal incremental credit or any pay awards be affected by my maternity leave?**  Maternity leave shall count in full as credited service in the determination of scale placing in accordance with salary placement regulations. Maternity leave does not affect your entitlement to pay awards. |
| **What deductions continue to be made in respect of my pension scheme contributions during maternity leave?**  If you qualify for occupational or statutory maternity pay and are a member of the Scottish Public Pensions Agency, you are required to continue making pension contributions on that pay, even if you do not intend to return to work. Although contributions are payable on the maternity pay received, which may be less than full pay, all benefits will be based on full pay.  With regard to unpaid Additional Maternity Leave there is provision for you to purchase additional pension to cover this period. You can get information from the SPPA on the number below or access their website where you will find a calculator that estimates the cost of the purchase. Please note that the actual purchase can only take place while you are in paid employment.  The Scottish Public Pensions Agency  Tweedside Park, Galashiels TD1 3TE  🕿: (01896) 893071.  If you contribute to a personal pension, you should discuss this matter with the ‘provider’ of your personal pension. |

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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 a pregnancy related absence. |

**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 Sex Discrimination Act 1975 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 a pregnant 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 the 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/Head Teacher 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.

**14 Maternity notification form**



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**MATERNITY NOTIFICATION FORM**

**TEACHERS**

(Please complete in BLOCK capitals)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Employee No: |  |  |  |  |  |  |  |
| Designation: | |  | | | | | | | | | |
| Place of Employment: | | |  | | | | | | | | |

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| I 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 |  | | |
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| (Please select ONE of the options outlined below by placing a **✓** in the appropriate box) | | | | | | | | | |
| I intend to take a period of ‘Ordinary’ Maternity Leave only | | | | | | | |  |  |
| I intend to take a period of ‘Additional’ Maternity Leave | | | | | | | |  |  |
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| **Pension**  If you are taking a period of unpaid Additional Maternity Leave and you wish to continue making pension contributions during this period, you must contact the Scottish Public Pensions Agency direct to make the necessary arrangements:  The Scottish Public Pensions Agency  7 Tweedside Park, Galashiels TD1 3TE  🕿: (01896) 893071 |

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| Employee’s signature: | Date: |

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| You should complete and submit this form to your Head Teacher, **together with your ‘MATB1’ certificate,** not less than 3 weeks before you start your maternity leave. |

Head Teacher to return completed application and MATB1 **as soon as possible** to:

Human Resources, 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 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. | ……………………………. |
| 28 days 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. | ……………………………. |
| 28 days 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 (52 weeks) | ……………………………. |