



## **Village Hall Maternity Leave Policy**

### **Purpose and Scope**

The purpose of this policy is to confirm and communicate Hilton Village Hall's maternity arrangements and application procedures to enable employees to prepare for their absence and make decisions about their future.

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This policy does not form part of the employees' contracts of employment and Hilton Village Hall may amend it at any time.

The statutory right to maternity leave and pay are contained in various employment-related legislation and Hilton Village Hall will fully comply with these rules. Some main provisions of the statutory entitlements are summarised below. In the case of any discrepancy between the provisions below and the statutory provisions, the statutory provisions will apply. [This policy is not intended to give you any rights different from those laid down in relevant legislation.]

This policy applies to all pregnant employees, whether full time or part time, irrespective of length of service. However, some provisions are dependent upon the employee having 26 weeks continuous service by the end of the Qualifying Week. The Qualifying Week is the 15<sup>th</sup> week before the expected week of childbirth (EWC).

The pregnancy should normally result in a live birth to be eligible for maternity benefits, however the provisions of this policy will also apply in the event of a miscarriage or stillbirth after 24 weeks of pregnancy.

### **Antenatal care**

Pregnant employees have a statutory right to a reasonable amount of paid time off work to attend antenatal appointments. Prior authorisation to attend antenatal appointments must be obtained from your manager. Hilton Village Hall may request evidence of the appointment and your pregnancy (usually a MATB1 certificate). A request may be declined.

[As outlined in the Paternity Leave Policy,] other employees who meet the qualifying conditions and who are in a qualifying relationship with a pregnant woman have a statutory right, upon request to their manager, to take time off work to accompany that person on up to two antenatal appointments of up to 6.5 hours in length each. There is no entitlement to be paid whilst attending these appointments and a request to accompany may be refused by Hilton Village Hall where it is reasonable to do so.

### **Maternity leave**

You have a statutory entitlement to up to 26 weeks Ordinary Maternity Leave (OML) and up to a further 26 weeks Additional Maternity Leave (AML), irrespective of length of service. AML

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starts immediately after the end of OML. These periods are collectively called Statutory Maternity Leave.

You must, as a minimum, take Compulsory Maternity Leave, which is a two-week period from the birth of the child (four weeks if you work in a factory or similar environment).

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You may choose when to start leave but this must not be before the 11<sup>th</sup> week before the EWC and can be no later than the actual date of birth. You may change the date of your intended start date by giving 28 days' notice in writing or as soon as reasonably practicable thereafter.

If earlier than your intended start date, Maternity Leave will automatically commence on the day after the birth. Also, Maternity Leave will automatically start on the day after you are absent from work due to a pregnancy-related reason during the four-week period prior to the EWC (unless Hilton Village Hall agrees to delay the start date).

### **Maternity Pay**

During the Statutory Maternity Leave period you will not receive your normal salary, but may be eligible to receive Statutory Maternity Pay (SMP). SMP is normally payable to employees who have at least 26 weeks' service by the end of the Qualifying Week and have provided to their employer their MATB1 certificate.

SMP is payable for up to 39 weeks. The first 6 weeks is paid at an earnings-related rate, equivalent to 90% of the employee's average weekly earnings. The remainder is paid at a prescribed rate set by Government.

SMP is subject to income tax and national insurance deductions and will be paid to eligible employees by Hilton Village Hall. Employees who do not qualify for SMP will be notified and may instead qualify for a Maternity Allowance from the Department for Work and Pensions.

### **Notification**

In order to claim maternity benefits Hilton Village Hall must be notified in advance. You should advise your manager in writing as soon as possible of the EWC and the date maternity leave is to commence. This notification should be given no later than the end of the Qualifying Week, or as soon as reasonably practicable thereafter.

Hilton Village Hall should be given at least 28 days' notice of the date on which SMP is to be payable.

Hilton Village Hall will confirm the entitlement to maternity leave and pay and in particular will specify the date on which the maternity leave is due to end.

### **Terms and Conditions**

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You will have the benefit of, and continue to be bound by, all your normal terms and conditions of employment, except pay, throughout the Statutory Maternity Leave period.

### **Pensions**

As a general rule, periods of paid maternity leave, when you are receiving SMP, will be treated as if you were working in the normal way, except that your contributions will be based on the actual amount of maternity pay you receive. [Hilton Village Hall's contributions for this period will continue at the same rate, based on your usual earnings.] Your [and Hilton Village Hall's] contributions will cease during periods of unpaid maternity leave [and this period will not count towards your pensionable service]. You may exercise more favourable arrangements and are advised to contact [the Scheme Administrator] for full details of their options.

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### **Returning to work**

If you wish to return to work at the end of the Statutory Maternity Leave period, you are not required to give Hilton Village Hall notice of your return, and are expected to work on the date your Maternity Leave ends as confirmed by Hilton Village Hall.

However, if you wish to return to work earlier than the official end of your maternity leave, you must give Hilton Village Hall 8 weeks' notice in writing. Hilton Village Hall may postpone the return date if insufficient notice is given.

You will normally be entitled to work in the same capacity in which you were employed immediately before the absence. However, there may be circumstances when this is not reasonably practicable and when Hilton Village Hall may offer a return to work in a suitable alternative position but on terms and conditions which are no less favourable. If this is necessary, Hilton Village Hall will fully consult with you. If you do not wish to return to work following maternity leave, you should give Hilton Village Hall notice in accordance with the terms of employment.

### **Keeping in Touch Days ("KIT")**

You may work for up to 10 days during the Statutory Maternity Leave period without bringing it to an end and without it affecting their SMP or MA.

KIT is subject to agreement between you and Hilton Village Hall. Hilton Village Hall does not have any right to require you to undertake any work and you do not have any right to request that work be made available.

Any work carried out in accordance with KIT does not extend the Statutory Maternity Leave period. No work may be undertaken during the 2 weeks immediately following the birth of the child.

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Hilton Village Hall will keep in “reasonable contact” with you during your absence and inform you of any relevant information.

### **Shared Parental Leave**

You have the option of ending your Statutory Maternity Leave to take Shared Parental Leave. You must, however, take the Compulsory Maternity Leave period. There are eligibility requirements to take Shared Parental Leave, which are set out in our Shared Parental Leave policy.

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[For more information, see Hilton Village Hall Shared Parental Leave Policy.]

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