



PRIFYSGOL
BANGOR
UNIVERSITY

MATERNITY LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date	
1.	2006		2007	
2	2007		2008	
3.	2014	Cosmetic changes	2015	
4.	2015	Update for clarity	2016	
5.	2016	Cosmetic changes	2017	
6.	2018	Update for improved readability	2020	
7.	2021	Review – amendments to wording that do not affect content	2023	
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Jade Luke		Steffan Griffiths	HRTG 10/02/2003	

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1 INTRODUCTION

Bangor University is committed to supporting colleagues throughout their pregnancy and return to work. In addition to statutory benefits the University also offers enhanced benefits.

2 NOTIFICATION PROCESS

To assist the University in discharging its responsibilities towards the health and safety of you and your unborn child, it is advisable that written notification is made at an early stage in the pregnancy.

Having been notified of your pregnancy, your line manager will ensure that a risk assessment of your workplace is carried out as soon as possible (further information on this can be found on the [Health & Safety Services' website](#)).

The purpose of this assessment is to establish whether you or your unborn child are at risk whilst you carry out your normal daily duties. If you are in a position where the majority of tasks which you carry out could put you and/or your unborn baby at risk, advice will be sought from the Occupational Health Practitioner

Although early notification pregnancy is encouraged, you must notify Human Resources in writing that you are pregnant by no later than the 15th week before the expected week of childbirth (EWC) or as soon as reasonably practicable

Human Resources require a completed Maternity Leave Application form and submission of the original MATB1 certificate, available from your midwife. The original MATB1 form needs to be submitted for HMRC purposes.

On receipt of the completed form, Human Resources will write to you confirming your leave and pay arrangements. Please note, the notification requirements are the same regardless of the scheme that the member of staff qualifies for.

3 MATERNITY SCHEME AND PAY ENTITLEMENTS

Scheme	Entitlement/Pay
University Maternity Leave Scheme	• 8 weeks full pay (at your normal weekly rate).
	• + 18 weeks at half pay (half your normal weekly rate) + Statutory Maternity Pay, or 90% of your normal weekly rate if this is less.
	• + 13 weeks at the statutory rate, or 90% if this is less.
	• + 13 weeks unpaid leave.

Maternity Allowance	<ul style="list-style-type: none"> • If you are not eligible to receive SMP, i.e., if your average earnings are below the 'lower earnings limit' for national insurance purposes , Human Resources will provide you with a SMP1 form that will indicate why the University cannot pay you SMP. This form needs to be presented to your local JobCentre Plus office in order that they can process your Maternity Allowance payment
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Note - Average weekly earnings will be calculated in accordance with the statutory maternity pay regulations that may apply at that time.

4 ANTE-NATAL CARE

You can take reasonable time off without loss of pay to attend ante-natal appointments made on the advice of a medical practitioner, registered health visitor or registered midwife. You should inform your line manager of your appointment(s) as soon as reasonably practicable. You may also be requested to provide evidence of appointments. Where possible, appointments should be made at times which cause minimal disruption to the working day.

5 COMMENCEMENT OF MATERNITY LEAVE

You may commence your maternity leave at any time from the 11th week before the expected week of confinement to the date of birth, subject to compliance with the notification procedures.

In the event that you give birth before the maternity leave period was due to commence, you must notify Human Resources as soon as is reasonably practicable of the date on which you gave birth. In this instance, your maternity leave period will commence automatically on the day after the date of birth of the child.

6 SICKNESS ABSENCE ASSOCIATED WITH PREGNANCY / CHILDBIRTH

Should you be absent from work during pregnancy due to ill health, you will receive the normal occupational sick pay that you would have been entitled to during any other period of sickness absence, provided that your period of maternity leave has not commenced.

If, however you are absent from work for any pregnancy related illness during the four week period prior to the commencement of the EWC, regardless of when the maternity leave period was planned to begin, maternity leave will automatically commence. In such cases, the maternity leave will begin on the day after the first day of your absence from work. You (or your partner/spouse) must notify Human Resources that you are absent from work wholly or partly because of pregnancy as

soon as possible, specifying the date on which the absence began and following due departmental notification procedures.

Any absence following the end of the period of maternity leave will be managed in accordance with the University's Sickness Absence Policy.

7 KEEPING IN TOUCH DURING YOUR MATERNITY LEAVE

During your maternity leave period you and your line manager should make reasonable contact with each other. The frequency and mode of communication should be agreed between you both prior to the commencement of your leave. If you wish to be kept updated on certain matters or developments whilst on maternity leave, this again should be discussed and agreed before your leave commences.

Keeping in Touch (KIT) Days - On agreement with your line manager, you may work up to a maximum of 10 days during your maternity leave period, known as 'keeping in touch' days. These days may be taken at any stage during your maternity leave, except within the first 2 weeks after your child is born. Keeping in touch days should be mutually agreed – you are not required to undertake such days, and the University is not obliged to agree to them.

Where KIT days are taken normal daily rates of pay will apply, this will not equal a day off in lieu. During the period of full pay no additional payment will be made except for SMP which will be an additional payment on top of your normal daily rate. Should you take one of these days on your period of half pay, SMP or No pay your payment will be 'topped up' to your normal daily rate and when applicable by SMP. Attendance for part of a day will count as one KIT day.

Should you wish to undertake a KIT day, you must agree the days / dates and type of work in writing with your Head of Department. Appropriate consultation will then take place between yourself and the Head of Department and your request will be responded to appropriately. Your Head of Department will then confirm the details with Human Resources to ensure details are processed in a timely manner.

The type of work undertaken should be agreed between you and your line manager. KIT days can include training courses, staff meetings, away days, performance & development reviews, etc. and should not be restricted to the performance of your normal duties. It is the responsibility of your line manager to monitor KIT days, and to record these with Human Resources within the month of the of you undertaking them.

8 RETURNING TO WORK FOLLOWING MATERNITY LEAVE

Change of return date (notice required) –

If you intend to return to work before the end of your full maternity leave period (i.e. 52 weeks) you must give 8 weeks' written notice of the date on which you intend to return to your line manager (with a copy to Human Resources). If the required notice is not given, your line manager may postpone your return until the full 8 weeks' notice has been given. Please note, the law requires you to take a minimum of 2 weeks' maternity leave following the birth of your child.

Right to return to the same/similar role –

You will generally return to the job in which you were employed prior to your maternity leave, on the terms and conditions that would have applied had you not been absent. Where you return from your period of maternity leave, you are entitled to return either to the same job, or if this is not reasonably practicable (for example due to a restructure), to an equivalent job which would be considered suitable alternative work, on terms and conditions no less favourable than would have applied if you had not been absent.

Right to request flexible working –

On returning from your period of maternity leave, you have the right to request a change to your working hours/pattern. Whilst there is no automatic right to have this request approved, all requests for part-time work or other flexible working arrangements will be considered in line with operational requirements and needs. If you would like this option to be considered, you should complete the Application to Work Flexibly form setting out your proposals as soon as possible in advance of your return date. The procedure for dealing with such requests is set out in the University's Flexible Working Policy.

9 MEMBERS OF STAFF NOT RETURNING TO WORK

If you decide to resign, you will need to give the required notice in line with your employment contract. If you have received University Maternity Pay (UMP) and do not return to work for a period of at least 3 months, we will normally reclaim the non-statutory part of your UMP.

10 STAFF ON FIXED-TERM CONTRACTS

You should consult with your line manager at the earliest opportunity in the event your contact of employment is due to expire during your maternity leave

If you are on a fixed term contract that comes to an end during / at the end of your maternity leave period and it has not been possible to identify a redeployment opportunity, you would not be expected to repay the non-statutory part of your UMP. However, if you are offered an extension of your current contract or a redeployment position at the University, but choose not to accept it, we reserve the right to reclaim the non-statutory part of your UMP if you reject or do not pursue these options.

Where no extension is possible and, if eligible, your maternity pay will continue for the full 39 weeks, however all other benefits associated with your employment will cease as of the end of contract date.

11 RIGHTS & OBLIGATIONS

11.1 PENSION RIGHTS

Pension rights and contributions shall be managed in accordance with the provisions of the relevant superannuation scheme, providing that these provisions do not conflict with any statutory requirements that may apply at the time.

Pension benefits will normally be preserved during the period of paid leave. You have the option to agree to pay the contribution for the unpaid leave on your return to work and, provided that this occurs, the University will also pay employer contributions for the unpaid period of leave.

Further information on specific provision under respective pension schemes can be provided by the Pensions Officer.

11.2 CONTINUOUS SERVICE

Where you exercise your right to return to work following a period of maternity leave, the period of absence will be considered continuous service with the University for the purpose of redundancy rights and other similar rights. You will also be entitled to progress through the normal annual increments on the University's salary scale in accordance with your terms and conditions of employment.

11.3 ANNUAL LEAVE

You will accrue annual leave during your maternity leave. This includes any Bank holidays or University days that may fall within this period.

It is not possible to take annual leave whilst on maternity leave, but, via agreement with your line manager, may be taken prior to or at the end of your maternity period

Upon your return from maternity leave you may carry over any accrued / untaken annual leave into the following leave year. Leave carried over into the next leave year must be taken within that leave year.

12 MEMBERS OF STAFF FUNDED BY EXTERNAL INCOME

Should your contract be funded by external income you should consult with your line manager and / or the grant holder at the earliest possible opportunity. Some funding bodies have a policy to extend grants to cover maternity periods. This will not affect your right to maternity leave and pay.

13 MISCARRIAGE AND STILL BIRTH

Should you suffer a miscarriage prior to 24 weeks of pregnancy and are unable to attend work you should follow the sickness absence procedures for notifying the University of your absence.

In the event you have a stillbirth at 24 weeks or later in your pregnancy you will be entitled to the same amount of Maternity Leave and Pay as you would have received had the child been born alive.

14 POLICY REVIEW

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.