

MATERNITY LEAVE AND PAY POLICY

Statutory Maternity Pay (SMP) is payable for 39 weeks. For the first six weeks, SMP will be paid at 90% of your average weekly earnings. For the remaining 33 weeks, SMP will be paid at the standard rate which is prescribed by regulations and is adjusted from time to time. The Company will inform you of the applicable rate. If your average weekly earnings fall below the standard rate, SMP will be paid at 90% of your average weekly earnings throughout.

SMP will be paid subject to deductions for tax and National Insurance contributions in the normal way.

In order to be eligible for maternity leave and SMP, you are required to notify your line manager in writing by or during the 15th week before the expected week of your child's birth. You must inform your Line Manager of the following:

- you are pregnant;
- the week in which your child is due;
- the date you intended to start your maternity leave;
- The date from which you will be claiming SMP.

You should enclose a MAT B1 certificate with your written notification signed by your registered doctor or registered midwife to confirm the expected week of childbirth.

Within 28 days of receiving your notice, the Company will notify you in writing of the date when your maternity leave will end.

Prior to your departure on maternity leave, your line manager will meet with you to discuss your rights and entitlements during maternity leave, the possibility of flexible working on your return to work and the level of contact you would like with the Company during your maternity leave. You should feel free to raise at this meeting any queries or concerns you have.

During Ordinary Maternity Leave, you will continue to receive your contractual benefits and your normal terms and conditions will continue to apply, except for those terms relating to wages and salary. You will continue to accrue holiday [but holiday must be taken in the year it is earned].

If any pregnant employees, who have recently become mothers or who are breastfeeding are employed in positions which have been identified as posing a risk to their health and safety or that of their baby they will be notified immediately and arrangements will be made to eliminate the risks.

If you have concerns about your own health and safety at any time you should consult your Line Manager immediately.



You do not have to notify the Company separately of your return date. It will be assumed that you will come back to work on the date the Company has notified you is the end of your maternity leave period. However, if you wish to return to work before the end of your full maternity leave entitlement, you should give your line manager at least 8 weeks' notice in writing of your intended return date.

If you return to work immediately after a period of Ordinary Maternity Leave you will return to work in the same job you left before you started your maternity leave.

If you decide not to return to work after maternity leave, you should confirm this in writing and give the notice required by your contract of employment.

KEEPING IN TOUCH

During your Maternity Leave, it is helpful to keep in touch with us, your Employer.

We the Employer are entitled to make reasonable contact with you during your statutory Maternity Leave. This might be to updates you on significant changes in the workplace including opportunity for promotion or job vacancies.

You can work up to ten days during your statutory maternity leave without losing your statutory maternity pay, maternity allowance, or the ending of the ending of your maternity leave. These are called "**keeping in touch days**". Any such days may only be worked if both you and us your employer agrees.

You cannot work during the compulsory maternity leave which is a period of 2 weeks immediately after your child is born.

Particularly useful for any keep in touch days are items like training or team events, as "keeping in touch days" may be used for any form of work. These days should make it easier for you to return to work after your maternity leave. You need to agree with us as your employer what work is to be done on "**keeping in touch days**" and also how much payment you will receive.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	

