

Maternity Scheme for support staff

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Introduction

1. This Oxfordshire model policy has been drawn up following consultation with all the recognised trade unions and associations: ASCL, ATL, NAHT, NASUWT, NUT and Unison. Advice on the application of this policy is available from the HR team.
2. This policy should be read in conjunction with other relevant documents such as the School Teachers' Pay and Conditions Document (STPCD), Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the Oxfordshire Local Agreement (OLA) and/or the National Agreement on Pay and Conditions of Service for support staff (the Green Book).
3. The Propeller Academy Trust (PAT) has chosen to continue to use the STPCD, Burgundy Book, Oxfordshire Local Agreement and / or Green Book and has adopted this model policy. The word 'school' should be taken to refer to the schools within the multi academy trust.
4. The term 'relevant body' has been used throughout this policy. In the PAT this is the Board of Directors who may choose to delegate to the local governing body..
5. The term 'head teacher' has been used throughout this document, however this role may be delegated to other members of the senior leadership team, Chief Operations Officer (COO) or line managers as appropriate. Where the head teacher is subject to this policy, this will be managed by the Chair of the relevant body or other nominated governor.

Who does this scheme apply to?

6. This scheme applies to all pregnant support staff. Teachers have their own scheme.

Working while pregnant

Health and Safety

7. Employees should inform their head teacher as soon as possible to let them know they are pregnant. Head teachers/COO must carry out a **risk assessment** and this should be kept under review throughout the pregnancy and on return to work after the birth. The assessment should include agreeing timing and frequency of breaks and identifying somewhere for the pregnant employee to rest, if required.
8. Most school jobs do not present a risk to pregnant employees or their babies. However, special care must be taken when a job involves manual handling, a high level of physical activity, night work or contact with hazardous substances.

Time off for ante-natal appointments

9. All pregnant employees have the right to paid time off for their ante-natal care. Employees may be asked to provide an appointment card or other evidence of appointments.

Sickness absence

10. Sickness absence that is pregnancy related must be reported in the usual way, but will not be counted for the purpose of monitoring sickness absence under the school's **Sickness Absence Policy**.
11. If employees become ill while they are pregnant they will be entitled to sick pay in the normal way. However, if they are absent from work after the beginning of the fourth week before the week in which the baby is due, and the reason is related to their pregnancy, maternity leave will normally be considered to have started at that point.

Maternity Leave

The amount of maternity leave available

12. Employees are entitled to 52 weeks' statutory maternity leave after the birth of their baby, regardless of their length of service. Maternity leave is made up of:
 - Ordinary Maternity Leave - first 26 weeks
 - Additional Maternity Leave - last 26 weeks
13. Additional Maternity Leave must follow straight after Ordinary Maternity Leave.
14. Mothers don't have to take 52 weeks maternity leave, but it is compulsory for them to take two weeks' leave after the baby is born.
15. Employees are not entitled to Statutory Maternity Leave if they have a child through surrogacy but may be eligible for unpaid **Parental Leave** or **Adoption Leave**.

Start date for maternity leave and early births

16. The earliest an employee can choose to start their maternity leave is 11 weeks before the expected week of childbirth. This means employees have a total of 63 weeks maternity leave available to them - up to 11 weeks before the expected date of childbirth and up to 52 weeks after.
17. If they are medically fit to do so, employees can decide to carry on working up until the date the baby is due (the date given by the GP or midwife on the MAT B1 certificate).

18. Leave will also start:

- the day after the birth if the baby is early
- automatically if the employees is off work for a pregnancy-related illness in the four weeks before the week (Sunday to Saturday) that their baby is due.

Maternity Pay

19. Pay for up to 39 weeks of maternity leave may be available to employees depending on certain eligibility criteria including continuous service. Pay while on maternity leave can include:

- a) [Statutory Maternity Pay \(SMP\)](#) or [Maternity Allowance](#)
-) Occupational Maternity Pay

Continuous service

20. Continuous service is when an employee has worked for one employer without a break. For staff in maintained schools continuous service for occupational maternity pay is recognised between maintained schools and from one local authority to another and will be carried over in any transfer of employment under TUPE regulations, e.g. during academy conversion. However if an employee voluntarily changes employer in the maternity qualifying period or during the period of maternity leave then her entitlement to maternity pay may be affected. Advice on individual circumstances is available from school's HR service.

Statutory Maternity Pay (SMP)

21. To qualify for SMP employees must:

- earn on average at least £111 a week
- have worked for the school continuously for at least 26 weeks up to the 15th week before the expected week of childbirth
- give the [required notice](#) to their head teacher
- provide a MAT B1 certificate giving [proof of their pregnancy](#)

22. SMP is paid for up to 39 weeks. Employees get:

- 90% of their average weekly earnings (before tax) for the first six weeks
- [Flat rate SMP](#) or 90% of their average weekly earnings (whichever is lower) for the next 33 weeks

Maternity Allowance (MA)

23. If an employee does not qualify for SMP, they can claim Maternity Allowance.

Maternity Allowance is paid at a [flat rate](#) (or 90% of average weekly earnings if this is less) for 39 weeks.

24. The school's payroll service will write to the employee letting them know if they are not entitled to SMP and will provide an SMP1 form for the employee to claim Maternity Allowance from Job Centre Plus.

Occupational Maternity Pay (OAP)

25. In addition to statutory maternity payments, employees may qualify for the school's occupational maternity pay.
26. This is an additional 12 weeks half pay and to qualify employees must:
- have completed 26 weeks continuous **local government service** (not necessarily with the same school) by the beginning of the 11th week before the week in which the baby is due
 - return from maternity leave to **local government employment** (not necessarily with the same school) for at least three months on a continuous contract. If this condition is not met, and employees have received this payment, they will be required to repay the 12 weeks half pay, unless exceptional circumstances apply.

The 12 weeks half pay will normally be paid monthly, directly after the first six weeks of maternity leave (when 90% of normal pay is paid).

27. If employees are undecided about coming back to work, they can opt to be paid this as a lump sum if they do return.
28. If half pay plus SMP entitlement is more than the employee's normal pay, it will be reduced accordingly.
29. Once entitlement to maternity pay is exhausted (usually after 39 weeks), maternity leave is unpaid.

Payment of maternity pay

30. Maternity pay including statutory maternity payments are paid by the school via payroll in the same way as an employee's salary on a monthly basis. Tax and National Insurance is deducted.
31. Maternity pay will start on the same day that the employee has chosen to start their maternity leave or:
- automatically if the employee is off work for a pregnancy-related illness in the four weeks before the week that their baby is due or
 - the day following the birth if this is earlier than the date notified by the employee.

32. Where an employee works variable hours each week, maternity pay will be calculated using the average pay earned in the 12 weeks preceding the date on which the last complete week ended. This will exclude any week in which no pay was earned.

Giving notice to take maternity leave

33. At least 15 weeks before the baby is due, employees must notify their head teacher of the date their baby is due and when they want to start their maternity leave. Maternity leave can start any day of the week. Employees can change their mind about the date they want their maternity leave to start, but must give their head teacher 28 days' notice of the revised date.

34. Employees must fill in a **Maternity Leave and Pay form**, attaching the MAT B1 certificate, (issued by their GP or midwife), and send this to the School Office.

35. The School Office must send the form on to the school's payroll service, at least 21 days before maternity leave is due to start. The payroll service will write to the employee within 28 days, confirming the date maternity leave will start and end and their entitlement to maternity pay.

36. Employees are asked to give an indication of the date they intend to return to work. This helps the school plan cover arrangements. If no return date is given by the employee, it will be assumed that they intend to take their maximum leave entitlement and this will be confirmed to them in writing.

Early births, still-births and the death of a baby

37. Employees can still get Statutory Maternity Leave and SMP if their baby:

- is born early
- is stillborn after the start of their 24th week of pregnancy
- dies after being born.

Leave for fathers and partners

38. For children born before 5 April 2015, it may be possible for any unused statutory maternity entitlement to be passed over to the father/partner for Additional Paternity leave and pay once the mother has returned to work. See **Paternity Scheme**.

39. For children born after 5 April 2015, mothers can (subject to eligibility) choose to bring their maternity leave to an end early and create **Shared Parental Leave** to enable them to share the care of their baby with their partner.

Employment rights when on maternity leave

Terms and conditions of employment

40. Employees taking maternity leave have the right to return to the job in which they were employed, under their original contract of employment and on terms and conditions no less favourable than those which would have applied, had they not been absent. 'Job' for this purpose means the nature of the work which they are employed to do and the capacity and place in which they were employed.
41. Where this is not practicable, by reason of redundancy, the employee is entitled to be offered a suitable alternative vacancy, where one exists.

Keeping in touch days

42. Employees and head teachers or their line manager should remain in regular contact during maternity leave and agree at the outset how best to do this. Head teachers can make a reasonable amount of contact with employees, for example to let them know about changes at school, job vacancies, training opportunities or staff events. Employees can be invited to school events but are under no obligation to attend.
43. Employees on maternity leave will be kept informed and consulted about any changes at school that may affect their job.
44. Employees can work up to 10 days during their maternity leave (but not within the first two weeks after the birth). These days are called 'Keeping In Touch days' (KIT days). KIT days are optional - both the employee and head teacher need to agree to them.
45. KIT days can be used for employees to work or attend events such as training or their appraisal meeting.
46. The employee is entitled to be paid for the work they do on KIT days. This can be at their normal rate of pay or at another rate agreed between the manager and the employee. The type of work and the pay should be agreed before the employee comes into work.
47. A part day worked is counted as one KIT day but the employee is only paid for the hours worked.
48. The employee's right to maternity leave and maternity pay is not affected by KIT days.
49. KIT days can be used as a single days or in blocks. If the employee continues to work once the 10 KIT days have been used, it will affect their entitlement to statutory maternity pay.

Annual leave

50. Employees on maternity will continue to accrue annual leave and should plan to take this by the end of the leave year. If this is not possible, they may carry forward any remaining annual leave entitlement. For staff working during term time only there will be opportunities to take any accrued leave during upcoming school closure periods.
51. No pay in lieu of days owed is payable.

Pension

52. Pension contributions continue during paid periods of Maternity Leave. For members of the Local Government Pension Scheme who take a period of unpaid Maternity Leave, pension contributions are optional. Employees can find information and interactive tools to show costs of buying lost pension on www.lgps2014.org (Use the section 'How do I buy extra or lost pension'). Once employees have a quote from the website they should contact Pension Services Team 01865 797133 or pension.services@oxfordshire.gov.uk.

Returning to work

Changing the return to work date

53. Employees will be expected back at work on the date given on the maternity leave notification form. If a date was not given, it will be assumed that the maximum leave entitlement is being taken.
54. Employees must give their head teacher at least eight weeks' notice if they want to change their return to work date. If this notice period is not given, their return may need to be delayed by up to eight weeks.
55. If an employee returns to work before exhausting their full entitlement to statutory maternity pay or leave, they and their partner may be eligible for Shared Parental Leave/Pay.
56. If an employee decides not to return to work, they should resign in writing in the normal way, giving at least the amount of notice specified in their contract of employment.

Right to request flexible working

57. While there is no obligation to agree to requests for flexible working, the head teacher will carefully consider all requests, ensuring that the needs of the school can be met before agreeing to any new arrangements. See **Flexible Working Policy**.

Health and Safety for new and breastfeeding mothers

58. A new mother is defined as someone who has given birth within the last six months or who is breastfeeding.
59. It is advisable to revisit the risk assessment when an employee returns to work following maternity leave.
60. There is a legal requirement to provide somewhere for breastfeeding employees to

rest. Child Care Voucher Scheme

61. The Child Care Voucher Scheme is closed to new entrants. Existing scheme members can continue to enjoy the benefits of the Child Care Voucher Scheme for as long as the employee remains in current employment and provided the employee doesn't take a break of more than 52 weeks from receiving vouchers.

Other related policies and sources of information

- [Oxfordshire Family Information Service \(OxonFIS\)](#) - all about childcare, activities and services for families
- **Time off work** - find out about Paternity, Parental, Shared Parental Leave and Emergency Leave
- **Flexible Working Time Policy**

Review of policy

63. This policy has been subject to an equalities impact assessment and is reviewed regularly.

April 2015 (amended June 2016)

Annex 1 - Quick look up table for Maternity Pay entitlement

Qualifying length of service	Pay you are eligible for:
<i>*EWC – Expected week of childbirth</i>	<i>Maternity pay is paid monthly in the same way as your salary. Tax and national insurance contributions will be deducted.</i>
I will have less than 26 weeks continuous service with the school/local authority by the beginning of the 11th week before the EWC*	<p>You are not eligible for maternity pay under the school's maternity scheme or Statutory Maternity Pay (SMP).</p> <hr/> <p>You may be able to claim Maternity Allowance - GOV.UK.</p> <hr/> <p>The payroll team will notify you and send you a claim form.</p>
I will have worked for the same employer continuously for at least 26 weeks by beginning of the 11th week before the EWC*	<p>You qualify for school's maternity pay but not Statutory Maternity Pay:</p> <ul style="list-style-type: none">• 90% of normal pay for the first six weeks• 12 weeks at half pay normal pay, if you intend to return to work for at least three months after maternity leave
I will have worked for the same employer for at least 26 weeks by the beginning of the 15th week before the *EWC	<p>You are eligible for Statutory Maternity Pay (SMP), as long as your weekly pay is above the National Insurance Lower Earnings Limit and the school's maternity pay. You will be paid:</p> <hr/> <ul style="list-style-type: none">• 90% of normal pay for the first six weeks (this includes SMP) and• 12 weeks at half pay normal pay, if you intend to return to work for at least three months after maternity leave• in addition to half pay, from week 7 and for the remaining 33 weeks –flat rate Statutory Maternity Pay or 90% of your average weekly earnings (whichever is lower)