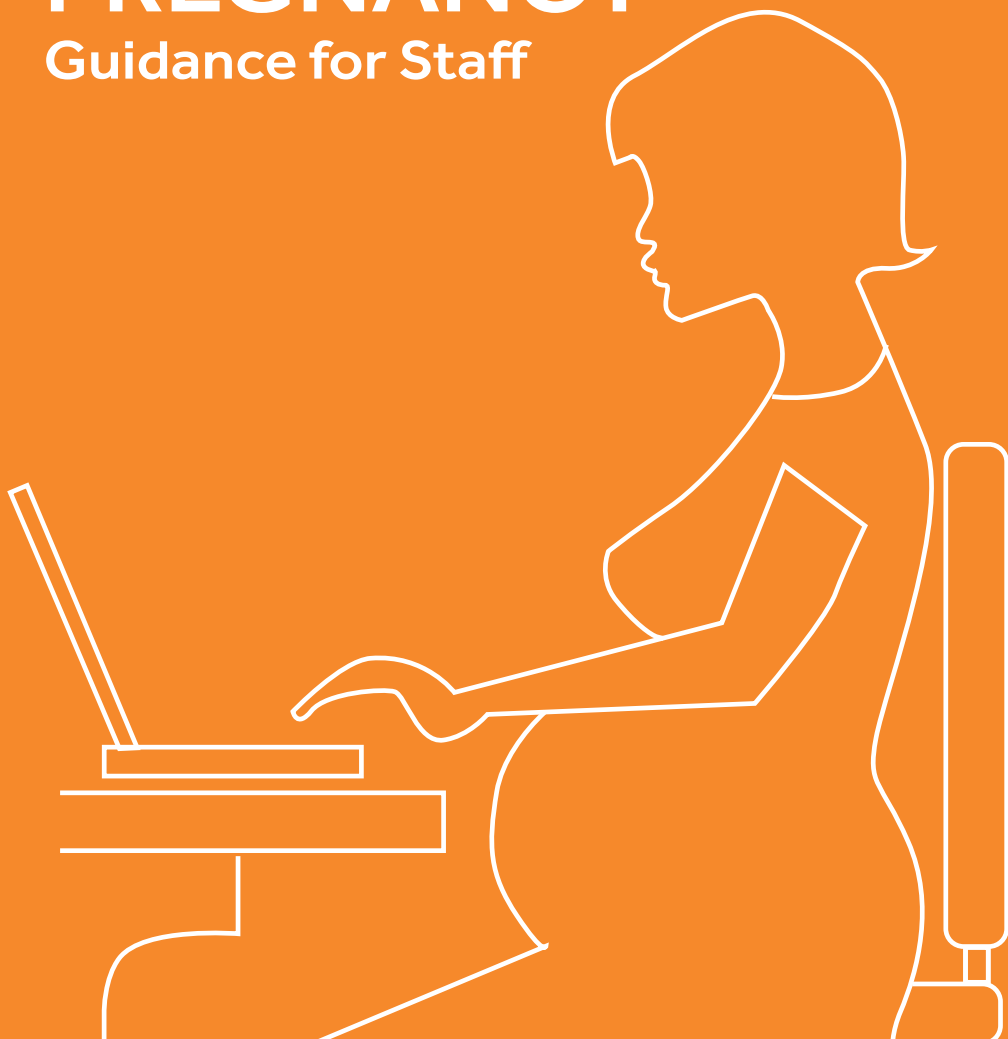


MANCHESTER  
1824

The University of Manchester

# MATERNITY AND PREGNANCY

Guidance for Staff





## YOUR NOTES / DATES / CONTACTS

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### DATE YOUR BEFORE CHECKLIST (see p2)

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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Talk to your manager   |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Speak to HR  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Formal notification complete the maternity leave form (see StaffNet) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Give HR a copy of your MAT B1 (from your midwife at around 20 weeks) |

### DATE YOUR PREP CHECKLIST (see p4)

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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Develop a handover timetable with your manager                       |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Make a detailed list of what your job involves                       |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Check your eligibility for maternity pay                             |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Give HR a copy of your MAT B1 (from your midwife at around 20 weeks) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Agree with your manager how you will take your accrued leave         |

### DATE YOUR DURING CHECKLIST (see p6)

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|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Keep in touch (KIT) as agreed with your manager                              |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Speak to your manager about the ideal re-entry to work for you               |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Formal notification of 28 days notice if you wish to come back early         |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> Please ask for help - people will assume you're ok if you don't say anything |

# MATERNITY AND PREGNANCY

## Guidance for Staff

At The University of Manchester we provide additional benefits for pregnant members of staff, and are committed to supporting them throughout their pregnancy, maternity leave and return to work.

### Purpose of Notes

This guidance has been produced to promote the benefits and support available to you throughout your pregnancy, as well as answer some of the typical questions that you may have in relation to pregnancy and maternity leave.

This guidance should be read in conjunction with the University Maternity Leave Policy available on StaffNet.

The policy can be found here:  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10>

This guide is intended to help you:

- effectively plan before and during your maternity leave, as well as your return to work
- find a balance between work and family life.
- maintain appropriate communication with the University and your manager and assist your return to work
- and highlight the benefits available to you throughout your pregnancy and on your return to work.

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### For more information contact:

0161 275 4499

HRServices@manchester.ac.uk

# BEFORE maternity leave

## Notification of pregnancy

**It is common to wait until after the first trimester before telling anyone about your pregnancy, however, you may wish to tell your manager informally before this if you are experiencing difficulties with the pregnancy or there are any health and safety concerns related to the nature of your work. The sooner you inform your manager the sooner you can start working together to plan a smooth transition.**

The University has a specific duty of care towards pregnant women but this can only be provided if you have told someone at work that you are pregnant. If your pregnancy is difficult, for example if you are experiencing symptoms of morning sickness or you require time out of the working day to attend antenatal appointments, the required level of support may be difficult to arrange if manager does not know you are pregnant. You should normally discuss your pregnancy in confidence with your manager. However, if you feel uneasy about this for whatever reason, you can speak to Human Resources.

To formally notify the University of your pregnancy and planned maternity leave, fill out the maternity leave form, available on StaffNet. You will also need to provide HR Services with a copy of your MAT B1 form in due course. The MAT B1 is a form for the employer, which your midwife gives you at around the 20-week mark.

Prior to submitting your maternity leave form, you may find it useful to arrange an informal meeting with your manager. This meeting will give you the chance to consider the options available to you and ask any questions prior to submitting your application. You can also contact HR Services with any questions you may have that are not covered in this guidance.

You can choose to choose to begin your maternity leave on any date after the eleventh week before the expected week of the childbirth (known as the EWC).

## Protecting your health during pregnancy

Your manager will carry out a risk assessment to make sure that you are working safely during your pregnancy. You and your manager should review your work activities and seek advice from the Health & Safety Department if required.

If you or your manager have any specific health concerns relating to your pregnancy advice is available through Occupational Health.

## Time off for antenatal care

All pregnant employees are entitled to take reasonable paid time off as required for antenatal care. This can include any appointment made on the advice of a doctor, midwife or health visitor. Employees can take unpaid leave to accompany a pregnant woman to antenatal appointments if they are:

- the baby's other parent;
- the expectant mother's partner (including same-sex partners);
- in a long-term relationship with the expectant mother.

They can accompany the woman to two appointments of up to six and a half hours each. There is no qualifying period for this right.

## Sickness during pregnancy

The University recognises the impact that illness during pregnancy can have. If you are ill for a pregnancy-related reason, your manager will record it as such. Pregnancy related illness does not count towards your sickness record

and you cannot be subject to any sanctions for it. For this reason, it is a good idea for your doctor to state specifically on any sick notes when an illness is pregnancy-related.



## YOUR BEFORE CHECKLIST

- Talk to your manager
- Speak to HR
- Formal notification complete the maternity leave form (see StaffNet)
- Give HR a copy of your MAT B1 (from your midwife at around 20 weeks)

# PREPARING and planning

## Your leave

**It is useful to develop a handover timetable with your manager well in advance of your maternity leave. It is likely your manager will recruit someone to cover your role during your leave, perhaps on a secondment or fixed term basis, or potentially spread responsibilities across the team, so having a handover list would help with this. It also helps to minimise the impact if you need to start your Maternity Leave earlier than originally planned. Making a detailed account of what your job involves will also help you resume your responsibilities when you return to work.**

The following questions will help you to think about a careful plan of how your work can be managed, and will enable you and your manager to have a focused discussion about cover arrangements (if applicable) when you are off.

- What do you need to get completed before you go on maternity leave and what help do you need to complete these activities (and from whom)?
- What are the key projects/pieces of work that you are working on that you think will need to continue through your maternity leave? You and your manager should discuss and agree how these are to continue during your maternity leave.

- What cover do you think is required to ensure that your role and its requirements are met during your maternity leave? Your manager and you should consider such issues as the type of cover, skills and knowledge required, where the cover would come from (externally/internally), funding implications etc.

It is also useful to discuss and agree with your manager how you would like to be updated with departmental news or change while you are on leave.

## Eligibility for Maternity Pay

In order to qualify for Statutory Maternity Pay, you must satisfy all of the criteria set out below:

- Have at least 26 weeks continuous service at the end of your qualifying week.
- Be in receipt of average weekly earnings of not less than the Lower Earnings Limit\* for the payment of National Insurance contributions in the 8 weeks prior to the qualifying week (applies to Statutory Maternity Pay only).
- Notify the University of the date on which they will cease work in accordance with the University's notification requirements.
- Provide the University with a maternity certificate (Form Mat B1).
- Have stopped working for the University for the purposes of maternity leave.

*\*The Lower Earnings Limit (LEL) is set annually. More information is available from [www.gov.uk](http://www.gov.uk).*

The University also pay enhanced maternity pay in some circumstances (known as Occupational Maternity Pay). In order to be entitled to Occupational Maternity Pay you must have been employed for 26 weeks at the Qualifying Week and be intending to return to work. Occupational Maternity Pay is:

- 26 weeks at full pay
- 13 weeks at the statutory rate
- 13 weeks unpaid.

Current rates of statutory maternity pay are available on the [gov.uk](http://gov.uk) website.

*\*A week's pay, when pay is variable, is calculated as an average of the pay received during the previous 12 weeks worked.*

## Annual leave

You will continue to accrue contractual annual leave and public holidays recognised by the University during maternity leave, as well as closure days.

We recommend that you agree with your manager how you will take your accrued leave. You may wish to take these as blocks at the beginning or end of your maternity leave, or to use them to help you settle back into work gradually through a phased return.



## YOUR PREP CHECKLIST

- Develop a handover timetable with your manager
- Make a detailed list of what your job involves
- Check your eligibility for maternity pay
- Give HR a copy of your MAT B1 (from your midwife at around 20 weeks)
- Agree with your manager how you will take your accrued leave

# DURING maternity leave

Your return to work may seem a long way off but starting to prepare for your return sooner will make things much easier.

## Communication

Before you go on maternity leave, discuss and agree with your manager how you want to keep in touch. Be proactive and consider the frequency of contact, what you would like to

know, who will initiate the contact and how the contact will be made. This could be a phone call every few months or email updates, or popping in to the office.

## Keeping in Touch (KIT) Days

Another way of managing a smooth return to work is to use Keeping in Touch (KIT) days. If you choose to, you may work up to ten Keeping in Touch (KIT) days during your maternity leave. KIT days must be agreed with your manager.

Factors that you may wish to consider in discussion with your manager when determining if or how these days could be used include:

There is no legal obligation on you or the University to use KIT days; however, you can use up to 10 KIT days without ending your maternity leave, and a full day's salary is paid for each of the days. KIT days do not have to be taken consecutively. You may wish to use KIT days throughout your maternity leave to attend training courses or meetings. Alternatively, you may wish to use them towards the end of your maternity leave to create a phased return to work.

- What do you think you might need to keep up to date with during your maternity leave?
- How can you use your KIT days to fulfill these requirements?
- When do you envisage wanting to use your KIT days, and if relevant, who would you need to have available to support you?

Your manager may be able to help provide advice on suitable uses for KIT days.

## Preparing and planning for return to work

Coming back from maternity leave can be an exciting time, but we recognise that it can also be a challenge in some ways to return to work after any extended break. To help you best plan for your return it is recommended that you consider the following questions and hold appropriate discussions with your manager to plan for a successful and effective return:

- What support do you need from your manager (e.g. time, briefings etc.) in the early days of your return to enable an effective return to work?

If you have any concerns in relation to your return to work, raise these with your manager to consider how they may be mitigated or addressed.

If you wish to return to work before the end of your full 52-week entitlement, you must let your manager know, in writing, with at least 28-days' notice.

- Is there anything that you need your manager, team or colleagues to prepare in advance of your return to work?
- How would you like your first few days to be organised or structured to ensure that you have an effective re-entry to work?

## Tips

- **DO** plan regular reviews with your manager. A weekly update with your manager during the first month is useful for reporting on what is working well and to raise issues.
- **DO** agree a date for an objectives setting meeting in your first week back. A good time for this will be about two months after your return to work. Use this meeting to agree short-term objectives and talk about your career plan.
- **DO** ask for help. It is very easy for those you work with to assume everything is OK if you don't say anything.
- **DO** review your career goals after you have been back for a couple of month.



## YOUR DURING CHECKLIST

- Keep in touch (KIT) as agreed with your manager
- Speak to your manager about the ideal re-entry to work for you
- Formal notification of 28 days notice if you wish to come back early
- Please ask for help - people will assume you're ok if you don't say anything

# DURING maternity leave

## Shared parental leave (SPL)

Shared Parental Leave is designed to give parents more flexibility in how to share the care of their child in the first year following birth. Parents are able to share a pot of leave, and can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

You may be entitled to Shared Parental Leave. If you would like to curtail your maternity leave and take shared parental leave with your partner, please discuss this with your manager or Human Resources giving at least 8 weeks written notice of the date on which you intend to bring your maternity leave and pay to an end. The University Shared Parental Leave Policy can be found on our website.

You and your partner can each work up to

20 days while you are taking SPL. These are called 'Shared Parental Leave in touch' (or SPLIT) days. SPLIT days are designed to allow contact with the workplace and can include work, training or any other activity to assist the employee in keeping in touch. SPLIT days can be taken at any time during shared parental leave are in addition to the 10 KIT days provided for under Maternity Leave.

SPLIT days are not obligatory and there is no obligation on either the University or the member or employee to make use of these days. Any day's work carried out will not extend the total shared parental leave period.

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=23896>

## If things don't go to plan

Sadly, some pregnancies and early stages of infancy do not always go as planned. If you are affected by any pre and post birth difficulties, there are guidelines in place to help you through this difficult time.

Depending on your personal circumstances (see the Maternity Leave Policy), you will be able to take the planned maternity leave that you had been approved to take. It may also be possible to change these plans should you wish to return to work sooner or later than planned.

Your manager will support you when you return to work. Special support arrangements can be made at local level, for example:

- A phased return to work
- Agreed communications to update or convey a message to your team colleagues, based on your wishes
- Access to counseling services.

# AFTER maternity leave

## Mentoring and Coaching

Support from a mentor or career coach may be beneficial to you in returning to your career after a period of leave. Coaching is available through the Staff Learning and Development team.

## Childcare vouchers/tax free childcare

The University offers childcare vouchers as part of a salary sacrifice arrangement. The scheme allows employees to exchange some of their monthly from their gross salary before tax

and national insurance are deducted. Further information about the Childcare Vouchers scheme is available on StaffNet.

## Continuing to breast feed or expressing milk.

Some mothers choose to continue breastfeeding after they return to work, or during KIT days. If you intend to continue to breastfeed or express during your normal working hours then you must inform us before you return to work. Give plenty of notice as your

manager may need to make arrangements in order to support you.

A list of the locations of breastfeeding rooms is provided on StaffNet.

## Flexible working

Expecting a child is often the time when people think about how to review their lives to achieve a balance between childcare and employment. It is increasingly common for men, as well as women, to work flexibly in order to be a hands-on parent. The term 'flexible working' covers any variation to the existing timing, hours or location of your job. Flexible working can be temporary or an on-going arrangement. It allows you to balance your work and family commitments and gives your manager the opportunity to arrange work to suit the business needs. Flexible working is an approach, an attitude and a behaviour which allows you to

take responsibility for work and family and how they fit together.

Common types of flexible working include part-time working and compressed hours or term time only working.

To make a formal request for flexible working please see the University Flexible Working Policy. It is a good idea to make your flexible working request around three months before your planned return to work to ensure that there is enough time to review it properly with you.

# Frequently Asked Questions

## What happens if I am sick during my pregnancy?

If you are absent from work due to pregnancy related reasons you need to follow the normal process for advising your manager and providing Fit Notes if applicable. If you are absent for pregnancy related reasons within four weeks of your expected week of childbirth, your maternity leave will automatically commence.

## What is the current rate of Statutory Maternity Pay?

The government sets this annually. You can find out on [www.gov.uk](http://www.gov.uk)

## I am on a fixed term contract. How does that affect my entitlements?

You will have the same entitlements to pay and leave providing you meet the qualifying criteria. If your fixed term contract ends during your maternity leave and is not renewed, the entitlement to the enhanced University maternity pay will cease but SMP will continue to be paid.

## How does the University maternity entitlement differ from the statutory one?

The University offers enhanced maternity pay to eligible employees, based on length of service. The current entitlements are set out in the Maternity Policy and in this guidance.

## What happens if I choose not to return to work after my maternity leave?

If you decide not to return to work, you will need to provide written notice in accordance with your contract of employment. If you have received enhanced University maternity pay but do not return to work for at least three months, you will be required to repay the difference between the enhanced payments and SMP.

## Do I still accrue holiday while I am on maternity leave?

Yes. Your holiday will still accrue as normal.

## When can I start my maternity leave?

You can begin your maternity leave on any date after the 11th week before your expected week of childbirth. Your midwife will confirm your expected week of childbirth on the MATB1 form around your 20th week of pregnancy.

## What happens to my job while I am on leave?

Managers have various options. They may choose to bring in temporary cover or seek to manage the duties via secondments or redistribution of work with other team members. Your manager will discuss this with you. However your job is covered in your absence, you have the right to return to it, or a similar role with comparable terms and conditions.

## What if I want to change my return date once my leave commences?

We will write to you to confirm the latest date you are expected to return to work after your maternity leave. This will be at the end of the 52nd week. If you want to return sooner than this date then please confirm this in writing, at least 28 days before the date you intend to return to work. If you would like to return later, for example by taking parental additional leave, please notify your manager in writing of your request.

## I gave a date that I would like to start my maternity leave, but now I want to change it. Can I do that?

Yes. You are required to tell us in writing at least 28 days prior to the new date.

## Can I return to work on a phased basis?

This may be possible depending on operational requirements. Please discuss this with your manager.

## What happens to my maternity leave if my baby is born early?

Maternity leave is triggered by childbirth. If your baby is born early your maternity leave will therefore start immediately.

## When I return to work, I want to change my hours of work. What do I need to do?

You can make a flexible working request prior to your return to work under our Flexible Working Policy. You can discuss your plans with your manager at any time. See <http://documents.manchester.ac.uk/Doculnfo.aspx?DocID=9>

## Can I take holiday during my maternity leave?

All holiday must be taken outside of the maternity leave period. It is not possible to be on maternity leave and holiday at the same time. Holiday can be taken immediately before or after maternity leave.

## Can I carry holiday forward into next year?

In most cases there should be sufficient time leading up to the leave period to effectively plan the use of holiday in advance of the maternity leave period. The University allows up to one week's holiday to be carried over into the next holiday year.

## What happens to my pension contributions when I am on maternity leave?

There are different rules for different pension schemes. For more information please contact your scheme provider or a member of the pensions team who will be able to provide more information

## Can my manager ask me to come into work during my maternity leave? If so, do I have to agree?

The University, as an employer, is allowed to make reasonable contact with employees whilst they are on maternity leave. You are not obliged to do any work or attend any work related events during maternity leave, however if you and your manager both agree, then you can work up to a total of 10 days during your leave. These are called 'Keeping in Touch' days.

## Do I have to agree in advance if I want to come to work for a Keeping in Touch Day?

Yes, you and your manager should agree in advance

when you are going to attend work for one of your Keeping in Touch Days to allow both parties to make any necessary arrangements.

## If I attend work for half a day or less, is this classed as one of my Keeping in Touch Days?

Yes, as soon as you start work, even if it is for only a few hours, this is counted as one of your 10 KIT days. The number of hours that you attend work can be up to the maximum of the full time equivalent.

## Will I be placed at a disadvantage on my return if I don't come into work prior to the end of my maternity leave?

Employees are encouraged to make use of KIT days as a positive way to keep in contact with developments in their workplace. As work during maternity leave may only take place with the agreement of both parties, you will not be at any disadvantage regarding the options you choose about KIT days.

## I have been asked to be an external examiner for another University; can I use a Keeping in Touch Day to undertake this work?

No, because this is paid work for another employer and will therefore impact upon your maternity arrangements.

## What type of work will I be expected to undertake whilst in work on a Keeping in Touch Day?

The purpose of these days is to allow you to be kept informed and up to date on developments within your own workplace or within the University. This may include attending a conference, undertaking training or a team event.

## How else can I keep in touch during my maternity leave?

The University encourages managers and employees to discuss this prior to the start of maternity leave. Ultimately, it is up to you how you want to be updated about work matters. Some employees want a regular update, others would prefer no contact at all.

# ADDITIONAL INFORMATION

## **Family support**

The University has a range of other policies that support working parents, and help them achieve a balance between home and work.

## **Flexible Working**

Parents have a statutory right to request flexible working. Flexible working can take many forms, including part time, term time only working, compressed hours or reduced hours.

The University has a policy on flexible working, available on our website, which sets out the procedure to be followed if you wish to make an application.

## **Parental Leave**

Parental Leave is a statutory right to take time off work on an unpaid basis to look after or arrange for their child's welfare. For example, eligible employees can take unpaid parental leave to:

- spend more time with their children
- look at new schools

- settle children into new childcare arrangements
  - spend more time with family – e.g. visiting grandparents
- Details of the University Parental Leave Policy can be found on our website.

## **Special Leave**

The University recognises assisting employees to manage the demands of work and home life benefits both the University and the employee. The University Special Leave policies provides leave for:

- Dependent Emergencies
- Domestic emergencies
- Compassionate grounds

## **Related Documents**

Maternity Policy  
Flexible Working Policy  
Shared Parental Leave Policy

## **Glossary of terms**

**EAP:** Employee Assistance Program

**EWC:** Estimated Week of Childbirth

**KIT days:** Keeping in Touch Days

**MATB1:** Maternity certificate

**Qualifying Week:** The 15th week before the Expected Week of Childbirth.

**SMP:** Statutory Maternity Pay

**SPL:** Shared Parental Leave

**SPLIT Days:** Shared Parental Leave in Touch Days



