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**Guidance for staff on maternity and fixed term contracts**

This guidance is for staff who are pregnant / on maternity leave and on a fixed term contract with a defined end date.

The University [Maternity Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10) applies in such circumstances. There are however some differences to the application of the policy. Staff should be aware that:

* the fixed term contract of employment will continue the end date as defined in the contract.
* the member of staff will be eligible to receive maternity pay and leave based on their length of service at the University. They should follow all of the normal procedures for notifying their manager and HR of their pregnancy and maternity leave.
* any enhanced pay under the discretionary University scheme will end on the date employment ends. If the member of staff is still within the paid maternity leave period (39 weeks from the start of maternity leave) then subject to entitlement they will receive Statutory Maternity Pay for the remainder of this time.
* if the member of staff has any untaken holiday this will also be paid at the end of the fixed term contract. All other (non-financial) benefits will also continue until the last date of employment.
* if the member of staff was eligible to receive the enhanced university occupational maternity pay scheme based on length of service, they will receive this payment until their last date of employment. Normally a member of staff is required to return to work after their maternity leave to receive enhanced maternity pay. If they cannot meet the criteria because their fixed term contract has ended on expiry of the term staff will not have to repay this additional payment.
* if the contract of employment ends due to redundancy during the maternity leave period, the University will fully consult with the member of staff including providing information on any payments that the individual may be entitled to receive. The University will formally write to the member of staff to confirm this. The member of staff and their manager should agree prior to the leave commencing the best way to keep in touch for these purposes.
* in the event of a potential redundancy situation during the period of maternity leave, where a suitable alternative exists the member of staff will be offered the position.

If you are on a fixed term contract you will be entitled to be considered as a redeployee for the final four months of your contract. Redeployees will be considered for vacancies before other internal or external applicants. More information is available in the [Redeployment Policy](http://documents.manchester.ac.uk/display.aspx?DocID=12).

Depending on the circumstances (length of service and number of fixed term contacts) this could be extended to include a further 3 months as an extended notice period as “redeployment” status. This period is unpaid, but if the individual is successfully appointed to a new post they will be considered to have continuous service.

As each situation can vary, it is recommended that staff take advice on their particular circumstances from HR Services.

Any further questions in relation to pregnancy and fixed term contracts can be directed to HR Services or your HR Business Partner.