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Maternity Leave Procedure

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Author:	HR Advisor	Version:	3.0
Date of Approval:	20 May 2015	Status:	FINAL
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Recommended by	Executive Management Team
Approved by	Executive Management Team
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Responsible Director	Director of Organisational Development
Responsible Manager (Sponsor)	Strategic HR Manager
For use by	All Trust employees

This procedure is available in alternative formats on request.
 Please contact the Corporate Governance Assistant
 on 01204 498379

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Change record form

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1. Introduction

- 1.1 This document outlines the Maternity Leave Procedure for the North West Ambulance Service NHS Trust (the Trust). The Trust recognises the contributions of its female workforce and offers all pregnant employees and new mothers their statutory maternity leave and pay entitlements in line with Agenda for Change National Terms and Conditions Handbook, Maternity and Parental Leave Regulations 2008, Employment Act 2002, Works and Families Act 2006 and the Children and Families Act 2014.
- 1.2 The Trust also operates an enhanced NHS contractual scheme, which is open to pregnant employees and new mothers, subject to additional criteria not required under statutory arrangements.
- 1.3 A glossary of commonly used terms within the Maternity Procedure can be found in Appendix 1.

2 Purpose

- 2.1 The purpose of this procedure is to ensure statutory and contractual requirements are met in respect of Maternity Leave. It also aims to provide a consistent and equitable approach to the management of Maternity Leave, in the context of the guidance already provided within the national Agenda for Change Terms and Conditions Handbook.
- 2.2 It also aims to inform pregnant staff of their entitlements when on Maternity Leave.

3 Scope

- 3.1 The procedure applies to all Trust staff who are pregnant or new mothers.
- 3.2 This procedure should be read in conjunction with other NWAS Policies and Procedures which provide opportunities for flexible working and special leave, in particular:
- Special Leave Procedure
 - Flexible Working Procedure
 - Paternity Leave Procedure
 - Adoption Leave Procedure
 - Shared Parental Leave Procedure

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4. Roles and Responsibilities

4.1 Employees

- 4.1.1 To read the Procedure and meet the requirements in respect of applications and timescales; ensuring that they are aware of the implications on their terms and conditions, including their pay, arising from Maternity Leave.
- 4.1.2 To notify the Trust of their pregnancy at the earliest opportunity, in order for decisions to be made regarding their health, safety and wellbeing.
- 4.1.3 To provide the required documentation at the appropriate time in order to secure their statutory and contractual entitlements.
- 4.1.4 To maintain agreed and professional contact with their line manager during the Maternity Leave and notifying them of any changes to personal circumstances which could affect their planned return to work, if applicable.

4.2 Line Manager

- 4.2.1 To be aware of the statutory and contractual entitlements for pregnant employees and new mothers as set out within this procedure.
- 4.2.2 To ensure an appropriate risk assessment is conducted immediately an employee notifies them of their pregnancy and also throughout their pregnancy and return to work if applicable.
- 4.2.3 To have an open and constructive discussion with the employee following receipt of their application for Maternity Leave.
- 4.2.4 To maintain contact with the employee during their Maternity Leave at agreed times and provide agreed Keep In Touch information.
- 4.2.5 To arrange appropriate induction or retraining to enable return to work following Maternity Leave.

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4.2.6 To complete appropriate documentation to ensure that the Maternity Leave is effectively managed through ESR and payroll.

4.3 Human Resources

4.3.1 To advise managers and staff on the content of the procedure and to support a consistent approach to decision making.

4.3.2 To monitor application of the Procedure.

4.3.4 To ensure the Procedure is in line with employment legislation, best practice and NHS guidelines.

5 Statutory and Contractual Entitlements

5.1 Maternity Leave

5.1.1 All pregnant employees, regardless of length of service or hours worked, are entitled to 26 weeks Ordinary Maternity Leave (OML) and 26 weeks Additional Maternity Leave (AML) which immediately follows the period of OML. For information of the pay these periods of leave attract, see Section 5.2 and 5.3.

5.1.2 Ordinary Maternity Leave can commence any time between the 11th week before the expected week of childbirth up until the expected week of childbirth. The employee may choose the date their Statutory Maternity Pay starts, unless the maternity leave is triggered by an absence from work due to pregnancy-related illness (see Section 9) or an early birth (see Section 10).

5.2 Maternity Pay (NHS Contractual)

5.2.1 A pregnant employee will be entitled to NHS Contractual Maternity Pay during their Maternity Leave if they satisfy all of the following conditions:

- They have 12 months continuous NHS service at the beginning of the 11th week before the Expected Week of Childbirth (EWC).
- They have met the notification requirements as outlined in Section 6 including notification of the date they wish to commence Maternity Leave.

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- They intend to return to work with the same or another NHS employer for a minimum of 3 months after their Maternity Leave has ended.
- They provide a MatB1 form from their midwife or GP which confirms their Expected Week of Childbirth.

5.2.2 The rate of NHS Contractual Maternity Pay is as follows:

- *For the first 8 weeks of OML* - full pay less any SMP or Maternity Allowance (MA) payable. Full pay is calculated by using the average earnings in the 8 weeks prior to the last pay day before the notification week.
 - *For the next 18 weeks of OML* - half pay (based on the calculation of full pay as outlined above) plus any SMP or MA payable providing this amount does not exceed full pay.
 - *For the first 13 weeks of AML* - SMP or MA.
- 5.2.3 It is possible for NHS Contractual Maternity Pay to be paid differently, such as averaged over the period of their maternity leave, up to a maximum of 52 weeks. If an employee wishes to do this, it must be indicated in the appropriate section on the Maternity Leave Notification Form (Appendix 2). Please note that if an employee has decided to average their maternity pay over a defined period and then decides to bring their maternity leave to an end earlier than expected, they cannot change how it has been calculated retrospectively.

5.3 Maternity Pay (Statutory)

5.3.1 A pregnant employee will be eligible for Statutory Maternity Pay (SMP) during all of their Ordinary Maternity Leave and the first 13 weeks of their Additional Maternity Leave as long as:

- The employee has been continuously employed by the NHS for at least 26 weeks prior to the 25th week of pregnancy.
- the employee's average weekly earnings are at least equal to the lower earnings limit (the amount you need to earn before paying National Insurance Contributions).

5.3.2 The rate of Statutory Maternity Pay is as follows:

- *For the first 6 weeks of OML* - 90% of full pay. This is calculated by using the average earnings in the eight weeks prior to the last pay day before the notification week.

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- *For the remaining 20 weeks of OML and the first 13 weeks of AML - SMP or 90% of the employee's average weekly earnings (as calculated above), whichever is the lower amount.*

5.3.3 In the event of an employee who is not entitled to SMP, the Trust will provide an SMP1 Form which the employee must take to a social security office as she may be able to make a claim for Maternity Allowance (MA).

5.4 Contractual Rights

5.4.1 During both Ordinary Maternity Leave and Additional Maternity Leave, an employee retains all of their contractual rights, except remuneration.

5.4.2 Absence on Ordinary Maternity Leave and Additional Maternity Leave up to 52 weeks shall not constitute a break in service.

5.4.3 Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Superannuation Regulations.

5.5 Annual Leave

5.5.1 Annual leave will continue to accrue during the entire period of maternity leave (both Ordinary Maternity Leave and Additional Maternity Leave).

5.5.2 The amount of annual leave to be taken before and/or after the period of maternity leave should be agreed between the employee and their manager.

5.5.3 The amount of annual leave which will be permitted to be carried over from one annual leave year to the next will be at the discretion of the Trust in discussion with the Human Resources Department.

5.6 Shared Parental Leave

5.6.1 As of 1 April 2015, a woman who has a child after this date can elect to bring their maternity leave to an end and opt-in to a period of shared parental leave and pay instead.

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Further information on Shared Parental Leave and Shared Parental Pay can be found in the Trust's Shared parental Leave Procedure.

6. Notification Requirements

- 6.1 Employees are encouraged to notify the Trust of their pregnancy at the earliest opportunity. This enables decisions to be made regarding their health, safety and wellbeing throughout their pregnancy. A risk assessment form should be completed by line managers to assist these decisions unless there is a generic risk assessment applicable to the role.
- 6.2 In order to receive their entitlements, a pregnant employee is legally required to formally notify the Trust of their intention to take Maternity Leave. This must be done by the end of the 15th week before the Expected Week of Childbirth. This is called the '**notification**' week.
- 6.3 It is anticipated that the majority of pregnant employees would be able to comply with this requirement. If not, they must have acceptable mitigating circumstances, such as serious ill-health or not knowing they were pregnant. Such cases would be looked at on their own merits.
- 6.4 The employee must complete the Maternity Leave Notification form (Appendix 2) and also provide their MatB1 form as detailed in Section 5.2.1 by the 'notification' week at the latest.
- 6.5 The employee can request to change the start date of their Maternity Leave. However, they must provide their manager with at least 28 days' notice before the intended new start date of their Maternity Leave, unless this is not reasonable practicable. In order to do this, the employee must complete the Change of Maternity Leave Notification form (Appendix 3).
- 6.6 Once the manager receives this notification, they will invite the employee to a meeting to inform them of the provisions contained within this Procedure. This is an informal meeting and attendance is voluntary.

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- 6.7 Once the Trust receives the employee's Maternity Leave Notification form and MatB1 form, they will respond in writing within 28 days. This letter will provide the following details: The employee's paid and unpaid leave entitlements
- Their expected date of return to work (this will automatically be 52 weeks after the commencement of the Maternity Leave unless the employee has notified the Trust that they wish to return on a date earlier than this).
- The requirement for the employee to provide 28 days' notice if they wish to return to work before the date as outlined above.
- Any agreed annual leave arrangements before and after Maternity Leave.

7 Fixed-Term Contracts

7.1.1 Employees who are employed on fixed-term contracts will be eligible for NHS Contractual Maternity Pay if they meet the qualifying service as outlined in 5.2.1.

7.1.2 If their contract is due to expire after 11th week before their EWC, their contract will be extended and subsequently expire after 26 weeks of Ordinary Maternity Leave and 13 weeks of Additional Maternity Leave to allow them to receive 39 weeks paid NHS Contractual Maternity Pay.

7.1.3 Employees who are employed on fixed-term contract who are not eligible for NHS Contractual Maternity Pay may be eligible for SMP. Employees must contact the HR department in this instance.

8 Keeping In Touch

8.1 Before commencing on maternity leave, the Trust and the employee should discuss and agree any arrangements for keeping in touch during the employee's period of maternity leave. Examples include:

- Any voluntary arrangements that the employee may find useful to help her keep in touch with developments at work and to facilitate her return.
- The employee keeping the Trust informed of any developments that may affect her intended date of return.

8.2 Keeping In Touch (KIT) days

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- 8.2.1 The employee may also request to carry out up to 10 days' work during her maternity leave. This will not bring her maternity leave to an end or affect her maternity pay.
- 8.2.2 KIT days cannot be taken until after the two-week compulsory leave period immediately following the birth of the baby.
- 8.2.3 These days can be taken as either individual days or a number of days together. Where an employee chooses to work less hours than a normal day, this is classed as using one of her 10 KIT days.
- 8.2.4 Any arrangements for KIT days are voluntary and subject to the agreement of the Trust.
- 8.2.5 Employees will be paid the equivalent to full pay for the actual hours they worked on a KIT day. Any applicable SMP paid for that day will be off-set against this figure so the employee is not paid more than equivalent to full pay for those hours.

9 **Sickness Absence**

- 9.1 Any sickness absence which occurs prior to the commencement of the 36th week of pregnancy will be treated in accordance with normal sick leave provisions. This sickness must be supported by either a self-certificate or medical statement.
- 9.2 Any pregnancy-related sickness absence during or after the 36th week of pregnancy will result in the automatic commencement of maternity leave. In such instances, the maternity leave will commence on the first day of the employee's absence which occurs within the last four weeks before the Expected Week of Childbirth.
- 9.3 Following the expected date of return for an employee, normal sick leave provisions will be applied as necessary.

10 **Complications in pregnancy/birth**

10.1 **Premature birth**

- 10.1.1 Where an employee's baby is born alive prematurely, the employee will be entitled to the same amount of maternity leave and pay as if her baby was born at full term.

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10.1.2 Where an employee's baby is born before the 11th week before the EWC and the employee has worked during the actual week of childbirth, maternity leave will start on the first day of the employee's absence.

10.1.3 Where an employee's baby is born before the 11th week before the EWC and the employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will be start on the day after the birth of the baby.

10.1.4 Where an employee's baby is born before the 11th week before the EWC and the baby is in hospital, the employee may split her maternity leave entitlement. The employee can therefore take the minimum period of 2 weeks immediately after the birth and then take the remainder of her maternity leave following her baby's discharge from hospital.

10.2 Still birth

10.2.1 Where an employee's baby is stillborn once the 25th week of pregnancy has commenced, the employee will be entitled to the same amount of maternity leave and pay as if her baby was born alive.

10.3 Miscarriage

10.3.1 Where an employee has a miscarriage before the 25th week of pregnancy has commenced, normal sick leave provisions will apply.

11 Health and Safety of Employees

11.1 Where an employee is pregnant, has recently given birth or is breastfeeding, the Trust should carry out a risk assessment of her working conditions. If either a medical practitioner or the risk assessment considers that the employee and/or her child would be at risk if she continued her normal duties, then the Trust should provide suitable alternative work for which the employee will receive their normal rate of pay.

11.2 Where it is not reasonably practicable to offer suitable alternative work, the employee will be suspended on full pay.

11.3 The Health and Safety Executive encourages employers to provide a private, healthy and safe environment for women who are breast-feeding to express and store milk. The Trust

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also has an obligation to provide suitable rest facilities for pregnant/breast-feeding employees. The Trust will take any reasonable practicable steps to achieve this. Should this not be possible, the provisions of paragraphs 11.1 and 11.2 above will apply.

12 Return to Work

12.1 Return to work

12.1.1 All women must take a minimum of 2 weeks compulsory maternity leave immediately after the birth of their baby.

12.1.2 An employee who intends to return to work at the end of her full maternity leave (on her expected date of return) will not be required to give any further notification to the employer.

12.1.3 If an employee wishes to return to work before the expected date of return (as outlined in the Trust's letter detailed in Section 6.7), they must give at least 28 days' notice using the Change of Return Date Notification Form (Appendix 4)

12.1.4 If an employee returns during or immediately after their period of Ordinary Maternity Leave, they have the right to return to the same role under their original contract and on no less favourable terms and conditions.

12.1.5 If an employee returns during or after their period of Additional Maternity Leave, they should be able to return to their original job. If this is not reasonably practicable, then they must return to a suitable alternative job.

12.2 Flexible working

12.2.1 Following a period of maternity leave, if an employee wishes to return to work on flexible working arrangements, the Trust has a duty to consider the requests.

12.2.2 If an employee wishes to apply for flexible working arrangements, they must follow the procedure within the Trust's Flexible Working Procedure.

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12.2.3 If a flexible working request is refused by the Trust under the provisions within the Trust's Flexible Working Procedure, this will not affect the employee's return to her original job as outlined in Sections 12.1.4 and 12.1.5.

12.3 Failure to Return to Work

12.3.1 An employee must return to work for a minimum period of three months' work for the same or a different NHS employer within 15 months of the commencement of their maternity leave, they will be liable to repay all the NHS Contractual Maternity Pay, less any SMP, they received.

12.3.2 In exceptional circumstances the Trust may, at its discretion, waive their rights to recover NHS Contractual Maternity Pay, where doing so would cause extreme hardship or distress. Authorisation to do this would require the agreement of 2 Trust Directors.

12.3.3 For employee who are on fixed-term contracts which would have expired if pregnancy had not occurred, the repayment provisions outlined above do not apply.

13 Antenatal and Postnatal Care

13.1 Pregnant employees and those that have recently given birth have the right to paid time off for antenatal and postnatal care. This may include relaxation and parent-craft classes as well as appointment for antenatal care and attendance at health clinics.

14 Fertility Treatment

14.1 Those staff who are undergoing in vitro fertilisation (IVF) or other fertility treatment are encouraged to be open and transparent with their line manager, so appropriate support can be provided.

14.2 Whilst there is no statutory time off for IVF or other fertility treatment, requests for time off to attend appointments relating to this treatment will be considered and managed in line with the Trust's approach to leave to attend medical appointments, as outlined in the Trust's Special leave procedure, Section 6.3.

15 Monitoring of Compliance

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- 15.1 The Director of Organisational Development is responsible for monitoring overall compliance with this procedure.
- 15.2 Individual Heads of Human Resources will monitor compliance with the procedure through review of individual applications and appeals. Any concerns noted by the Heads of HR will be reported to the Director of Organisational Development.
- 14.3 The Procedure will be available to all staff on the intranet and will also be retained in Human Resources.

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Appendix 1: Glossary

AML – Additional Maternity Leave

OML – Ordinary Maternity Leave

SMP – Statutory Maternity Pay

MA – Maternity Allowance

EWC – Expected Week of Childbirth

‘Notification’ week – the week that the employee must have informed the Trust of the date she intends to commence her maternity leave. This is 15 weeks prior to the Expected Week of Childbirth.

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Appendix 2: Maternity Leave Notification Form

Please note that to qualify for maternity leave, this form must be completed and returned to your Manager no later than the end of the 15th week prior to your Expected Week of Childbirth.

Name	
Post Held	
Department / Station	
Location	
Assignment Number	
NHS Continuous Service Start Date	
Home Address	
Telephone Number	
E-mail address	
<p>Tick one option below as appropriate:</p> <p><input type="checkbox"/> I wish to inform you that I am pregnant and it is my intention to return to work for at least 3 months after my maternity leave.</p> <p><input type="checkbox"/> I wish to inform you that I am pregnant and do not intend to return to work after my maternity leave and therefore will leave the Trust's employment on the last day prior to the commencement of my maternity leave.</p>	
Expected date of childbirth	
Date of commencement of Maternity Leave	
<p><i>(Delete as appropriate)</i></p> <p><input type="checkbox"/> I have attached/I will forward my MatB1 from, issued by my GP/midwife/recognized medical</p>	

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practitioner, confirming the date my baby is due as soon as it is issued to me.

Tick as appropriate:

Whilst on maternity leave, I wish to receive the following NWAS communications (if selected, these will be e-mailed to you):

- NWAS Vacancy Bulletin
- NWAS Weekly Regional Bulletin

Tick if appropriate:

- I would like my NHS Contractual Maternity Pay to be paid as an average over the period of OML and AML (see Section 5.2.3).

If you wish to opt for this, it is recommended that you contact your HR department for further information regarding the implications to your pay for the period of your Maternity Leave

Date of Return to Work (please note that this is optional – if not completed, it will be assumed that your maternity leave will extend for 12 months)

Signed

Name (Printed)

Date

For Line Manager's use only (please complete Manager's checklist):

Signature of Line Manager: _____

Date Received: _____

For HR Department's use only:

Signature received by HR Dept: _____

Date Received: -- _____

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Appendix 3: Change of Maternity Leave Notification Form

Please note that if you wish to alter the start date of your maternity leave, you should provide at least 28 days' notice, as long as it is reasonably practicable to do so.

Name	
Post Held	
Department / Station	
Location	
Assignment Number	
NHS Continuous Service Start Date	
Home Address	
Telephone Number	
E-mail address	
Expected date of childbirth	
Original date of commencement of Maternity Leave	
New date of commencement of Maternity Leave	
<i>(Delete as appropriate)</i>	
<input type="checkbox"/> I have already forwarded/attached/I will forward my MatB1 form; issued by my GP/midwife/recognized medical practitioner, confirming the date my baby is due as soon as it is issued to me.	
Date of Return to Work (please note that this is optional – if not completed, it will be assumed that your maternity leave will extend	

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for 12 months)	
Signed	
Name (Printed)	
Date	
<i>For Line Manager's use only (please complete Manager's checklist):</i>	
Signature of Line Manager:	_____
Date Received:	_____
<i>For HR Department's use only:</i>	
Signature received by HR Dept.:	_____
Date Received:	_____

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Appendix 4: Change of Return Date Notification Form

Please note that if you wish to alter the date you return to work following maternity leave, you should provide at least 28 days' notice, as long as it is reasonably practicable to do so.

Name	
Post Held	
Department / Station	
Location	
Assignment Number	
NHS Continuous Service Start Date	
Home Address	
Telephone Number	
E-mail address	
Date of commencement of maternity leave	
Date of child's birth	
Original return date from maternity leave (this will be on the letter sent by the Trust to confirm the details of your maternity leave)	
New return date from maternity leave	

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Signed	
Name (Printed)	
Date	
<i>For Line Manager's use only (please complete Manager's checklist):</i>	
Signature of Line Manager:	_____
Date Received:	_____
<i>For HR Department's use only:</i>	
Signature received by HR Dept.:	_____
Date Received:	_____

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Appendix 5: Equality Impact Assessment Report

<p>Name of Policy, Service or Function</p> <p>Maternity Leave Procedure</p>
<p>Equality Impact Assessment carried out by</p> <p>Vickie Camfield, Strategic HR Manger</p>
<p>Date of Equality Impact Assessment</p> <p>13 May 2015</p>

Step 1: Description and Aims of Policy, Service or Function

<p>Overall Aims</p> <p>To ensure that the Trust meets its statutory and contractual requirements with respect of Maternity Leave. It also aims to provide a consistent and equitable approach to the management of Maternity Leave and also to inform all staff of their entitlements when on Maternity Leave.</p> <p>Key elements of Policy, Service, Process</p> <ul style="list-style-type: none"> ▪ To provide information to employees regarding both statutory and contractual entitlements, including pay and leave, whilst on Maternity Leave. ▪ To provide information to employees regarding their entitlements on their subsequent return to work if applicable ▪ To outline the responsibilities of management, employees and HR in the administration and management of Maternity Leave <p>Who does the policy, service or function affect?</p> <ul style="list-style-type: none"> • Employees of the Trust • Managers <p>How do you intend to implement the policy or service change (if applicable?)</p> <ul style="list-style-type: none"> ▪ To be approved by the Board of Directors ▪ Available on Trust Intranet/Internet ▪ Copy available on all sites ▪ Disseminated to all Managers ▪ Communicated in NWAS Bulletin/Management Brief ▪ Supported by Management Guidance and 'Frequently Asked Questions'

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Step 2: Data Gathering

Summary of data available and considered

Agenda for Change National Terms and Conditions Handbook
Employment Act 2002
Works and Families Act 2006, Paternity
Adoption Leave (Amendment) Regulations 2014]
The Children and Families Act 2014

Outcomes of Data Analysis

Equality Group	Evidence of Impact
Gender	Available irrespective of gender but data suggests likely to be used more frequently by women
Race/Ethnicity	Impact on persons who do not have English as their first language
Disability	As the procedure is a written document, there may be an impact on those with visual impairment or those with conditions such as dyslexia.
Sexual Orientation	Available for same sex couples
Religion or belief	No Impact
Age	No Impact
General (Human Rights)	No Impact

Step 3: Consultation

Summary of Consultation Methods

The revised policy and procedure has been consulted on with HR and Trade Union representatives through the Policy Group. The policy has also been through a management approval process.

Outcomes of Consultation

Equality Group	Evidence of Impact
Gender	No Impact
Race/Ethnicity	May be required in alternative language formats
Disability	May impact on the visually impaired and persons with learning difficulties or mobility problems
Sexual Orientation	No Impact

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Religion or belief	No Impact
Age	No Impact
General (Human Rights)	No Impact

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Steps 4 & 5: Impact Grid

Relevant Equality Area	Areas of impact identified	Is the impact positive or negative?	Key issues for action [Will form basis of action plan]
Gender	Likely to have greater impact on women as the policy can only be accessed by women	Positive	
Race/Ethnicity	May impact on persons who do not have English as their first language	Negative	meeting with managers will ensure full understanding of content of procedure
Disability	Impacts on visually impaired persons / persons with learning difficulties / those with limited mobility	Negative	Available in other formats where requested
Sexual Orientation	Applies equally to all groups	Positive	
Religion or belief	No adverse impact		
Age	No adverse impact		
General (Human Rights)	None		

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Step 6: Action Plan

Name of Policy or Service: Maternity Leave Procedure					
Issue identified and equalities group or communities affected	Action to be taken	By When	Who By	Expected outcome	Progress
Language barrier	Managers to check understanding and meet to explain procedure content if issues with reading language	As requested	Manager	Employee has an understanding of procedure	
Disability	Managers to check understanding and meet to explain procedure content if issues with reading	As requested As requested	Local Manager	Large print version produced Alternative format provided / explanation given	

Summary of Decisions and Recommendations

Production in alternative formats / one to one explanation given for persons who require it on request

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Step 7: Monitoring Arrangements

- Continued support, training and communication to ensure that the diversity issues identified are highlighted, and managed appropriately
- Continued improvements in the monitoring of data to capture any emerging issues and to inform the review and next EIA.

Step 8: Date of Next Equality Impact Assessment

At next review of procedure.

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