

**Frequently Asked Questions (FAQs) relating to the changes to the University's Maternity and Adoption Scheme effective 2 February 2020**

**Q1. Why is the University changing the maternity and adoption policies?**

The changes to the scheme are intended to make our offering more generous and competitive within the sector as well as seeking to retain colleagues at University post maternity or adoption leave.

**Q2. What are the key changes to the University's Maternity and Adoption policies being introduced?**

The revised schemes will continue to provide two options for staff but with enhancements in terms of the duration of payments. The detail is summarised below;

**Option A**

Ten weeks of normal full pay followed by; (was previously 8 weeks)

Twenty weeks of normal half pay plus statutory maternity / adoption pay (where this does not exceed normal full pay) followed by; (was previously 16 weeks)

Nine weeks of statutory maternity / adoption pay (currently £148.68) followed by; (was previously 15 weeks)

Up to thirteen weeks of unpaid maternity / adoption leave.

**Option B**

Twenty weeks of normal full pay followed by; (was previously 16 weeks)

Nineteen weeks of statutory maternity / adoption pay (currently £148.68) followed by; (was previously 23 weeks)

Up to thirteen weeks of unpaid maternity / adoption leave.

**Changes to Pay Back Period**

In addition the current payback period (the period which staff must work following the end of their leave to avoid paying back all non-statutory elements of maternity / adoption pay received) will increase from 3 months to 6 months for staff taking enhanced University maternity and adoption pay.

**Q3. My EWC / notified match week is before 2 February 2020? Will I be able to access the new scheme?**

Staff are eligible for the new maternity / adoption schemes if they have a EWC / notified match week of 2 February 2020 or later. However, if you have yet to commence your maternity / adoption leave, have a EWC or notified match week before 2 February 2020 and would like to discuss changing to the new scheme please contact your HR Business Partner.

**Q4. My EWC / notified match week is after 2 February 2020 and I have not yet submitted a maternity plan, can I still access the old (legacy) maternity pay scheme?**

Staff with an EWC / notified match week of 2 February 2020 or thereafter will be eligible for the University's new maternity and adoption schemes. If you have any concerns in relation to this please contact your HR Business Partner to discuss this further.

**Q5. I have a EWC / notified match week after the 2 February 2020 and have inputted my maternity plans onto success Factors. Due to personal circumstances I wish to remain with the current maternity / adoption scheme as planned. Can I do this or will I have to transfer to the new scheme?**

Yes, in principle but please contact your HR Business Partner to discuss your individual circumstances.

**Q6. I have a EWC / notified match week after the 2 February 2020 and am therefore eligible for the new scheme. Can I take the enhanced payments but retain the three month payback period from the old scheme.**

No, if you are eligible for the new scheme and the increased University maternity / adoption pay, you are also required to fulfil the increased 6 month payback period

**Q7. I am currently on maternity / adoption leave and due to return after the implementation date of the 2 February 2020, do I have to work for 6 months to not pay back the enhanced element of the pay received whilst on leave?**

No, your return will be managed through the legacy (pre 2 February 2020) scheme and therefore you are required to work 3 months following return to prevent having to pay back the non-statutory elements of your pay during leave.