



WARWICK

Policy and procedure

Maternity leave and pay



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In Summary

In line with UK legislation, employees are eligible for 52 weeks of maternity leave from the first day of their employment.

All employees who are pregnant or who have given birth (regardless of their gender) have the option to take statutory maternity leave.

Pregnant employees may begin maternity leave at any time from the 11th week prior to the week the baby is due.

Pregnant employees have a right to reasonable paid time off to attend antenatal appointments. Employees are requested to provide Heads of Department/managers with reasonable notice of the appointments.

Eligible employees have the option to end their maternity leave early and to convert the balance of this leave into shared parental leave with the other parent or their partner (including same-sex, same-gender or non-heterosexual couples). Further details can be found in the [shared parental leave policy](#).

Statutory and University enhanced payment during maternity leave are available, subject to a range of eligibility requirements relating to length of service and level of earnings.

Up to a maximum of ten Keeping in Touch Days (KIT days) may be worked during maternity leave, in agreement with the manager/Head of Department. Employees will receive a normal day's full pay when working on a KIT day.

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1. Purpose

1.1 The University is fully committed to promoting equality of opportunity and to enabling working parents to balance work and family responsibilities.

1.2. In accordance with UK legislation, employees who are pregnant or who have given birth (regardless of their gender) have the option to take statutory maternity leave and to be paid statutory maternity pay.

2. Scope

2.1 All employees are eligible for maternity leave from the first day of their employment at the University.

3. Maternity leave

3.1. All pregnant employees are entitled to 52 weeks of maternity leave which is made up of 26 weeks of ordinary maternity leave, immediately followed by 26 weeks of additional maternity leave.

3.2. Employees should inform their Head of Department/manager of their intention to take maternity leave no later than the end of the 15th week before their expected week of childbirth. Notification should be made via completion of the University's Maternity/Adoption Leave Plan (available from the HR webpages). This document will need to be uploaded to SuccessFactors. Further information detailing how to record this type of leave in the system can be found in the [How to...Record Maternity/Adoption Leave in SuccessFactors Guide](#).

3.3. Any changes to the start date of maternity leave should be reflected in a revised Maternity/Adoption Leave plan, with at least 28 days' notice where possible, and uploaded to SuccessFactors.

3.4. Pregnant employees may begin maternity leave at any time from the 11th week prior to the week the baby is due.

3.5. Maternity leave will start automatically if an employee is absent from work for a pregnancy related illness during the four weeks before the start of their expected week of childbirth, regardless of when they had intended their maternity leave to start.

3.6. If the baby is born early and before maternity leave has started, the maternity leave will automatically begin the day after the baby is born. The employee is expected to notify the University as soon as reasonably practicable that they have given birth and the date on which the birth occurred.

3.7. The employee must take the two weeks immediately following the birth as maternity leave.

3.8. The duration of maternity leave is not extended for multiple births from the same pregnancy.

4. Health and safety during pregnancy

4.1. The University's Health and Safety Services offer a variety of support and information in relation to pregnancy. Where there are specific concerns relating to Health and Safety during pregnancy individuals should contact either their HR Business Partner or their Health and Safety Representative.

4.2. Pregnant employees have a right to reasonable paid time off to attend antenatal appointments. Employees are asked to provide their line managers with reasonable notice of these appointments.

4.3. Pregnant employees will be given a medical certificate, MAT B1, by their midwife or doctor, normally after the twentieth week of pregnancy. A copy of the MAT B1 certificate should be submitted to SuccessFactors as soon as possible.

5. Eligibility

5.1. Statutory maternity pay

5.1.1. To qualify for statutory maternity pay the employee must have 26 weeks of continuous service by the end of the 15th week before the expected week of childbirth, and earn above the lower earnings limit (£123 per week).

5.1.2. A maximum of 39 weeks of statutory maternity pay is payable. For the first six weeks of maternity leave the payment is 90% of the individual's average weekly payment. For the next 33 weeks the payment will be paid at statutory rate or 90% of average weekly earnings (whichever is lower). Statutory maternity pay rates may change in line with national increases. The latest rates can be found [here](#).

5.1.3. Part weeks of employment count as full weeks in line with HMRC guidelines.

5.2. University maternity pay

5.2.1. To qualify for University maternity pay the employee must have completed one year's service with the University by the expected week of childbirth and earn above the lower earnings limit (£123 per week).

5.2.2. Employees are required to return to work for at least six months after the end of maternity leave. If the employee does not return to work for this period the University will reclaim the non-statutory elements of maternity pay.

5.2.3. There are two options for University maternity pay:

Option A

Ten weeks of normal full pay followed by;

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

Nine weeks of statutory maternity pay followed by;

Up to thirteen weeks of unpaid maternity leave.

Option B

Twenty weeks of normal full pay followed by;

Nineteen weeks of statutory maternity pay followed by;

Up to thirteen weeks of unpaid maternity leave.

6. Maternity allowance

6.1. Where an employee does not qualify for University or statutory maternity pay, the University Payroll team will provide a SMP1 form, which will confirm the reasons for non-qualification, and the employee may be eligible for maternity allowance.

6.2. Employees who wish to claim maternity allowance will need to complete form MA1 and contact their local Job Centre Plus.

7. Shared parental leave

7.1. Employees may give notice to end their maternity leave early and to book shared parental leave instead of maternity leave. Further information can be found [here](#).

7.2. Parents can share up to 50 weeks of shared parental leave and may decide to be off work at the same time and/or to take it in turns to take leave to care for their child. Employees would need to give at least eight weeks' written notice to end their maternity leave and opt into shared parental leave. Notice can be given before or after the birth, but an employee must remain on maternity leave for at least two weeks after giving birth.

8. Contact during maternity leave

8.1. Employees may be contacted during maternity leave by the University or department to ensure they are kept up to date with relevant information.

8.2. A maximum of ten Keeping in Touch (KIT) days may be worked during maternity leave, in agreement with a manager/Head of Department. These days provide a means for employees to be further updated on relevant work/job related matters. There is, however, no requirement for individuals to carry out KIT days, nor for

departments to agree to them. The type of work undertaken will be agreed between individuals and their department.

8.3. Employees will receive a normal day's full pay when undertaking any work on a KIT Day which should be processed via SuccessFactors. Payment for KIT days will amount to a normal day's full pay inclusive of any current maternity payments. For example, during the period of maternity leave if the individual is receiving full pay, no further payment would be due. If an employee works their KIT Day(s) during a period of SMP, their statutory pay will be enhanced to full pay, and if work takes place during a period of unpaid maternity leave, they should be paid the equivalent of their normal daily rate. Any number of hours worked in a day constitutes one KIT day.

9. Pension membership

9.1. Members remain in their existing pension scheme during maternity leave. Subject to scheme rules for USS, NHS, UPS or DCP contributions will be as follows:

- During any normal full pay period, contributions will be deducted and made as usual
- During any periods of reduced pay or maternity pay, employee contributions will be deducted based on the level of actual pay or maternity pay. The University will make up normal member contributions and pay employer's contributions as if the employee was being paid normal full pay.
- In some circumstances during any periods of unpaid leave, pension membership can be suspended.

9.2 Individuals participating in salary sacrifice for their pension immediately prior to maternity leave should contact the Pensions team for guidance on any potential impact.

9.3 Further enquiries on the implications of maternity leave on pension membership, including whether it would be possible to make good any periods of suspended pension scheme membership should be directed to the Pensions team.

9.4 Employees are strongly advised to contact the Pensions Team (HR.Pensions@warwick.ac.uk) prior to maternity leave commencing in order to understand any specific pension implications relating to their individual circumstances.

10. Holiday entitlement

10.1. Individuals will accrue normal contractual annual leave during the full period of maternity leave. Statutory and customary days which fall during the period of maternity leave are accrued at the normal entitlement. In accordance with University policy, leave for the year to 30 September will be lost if not taken by 31 March in the calendar year following the leave year. However, if maternity leave prevents an individual from taking the accrued annual leave before 31 March the leave owing may be carried over into the new leave year.

10.2. Annual leave may only be taken before or after a period of maternity leave.

10.3. Academic colleagues often take annual leave during vacation (University student holidays) to enable teaching commitments to be met. If, however, the majority of maternity leave falls across a vacation and it is not possible to take annual leave out of term time, consideration will be given to allowing annual leave to be taken in term time. As much notice as possible should be given in this situation so that departments have the chance to accommodate requests.

11. Return to work

11.1. Individuals taking no more than 26 weeks' maternity leave in total are entitled to return to the same job. If the total absence period is more than 26 weeks, individuals are entitled to return to the same job, or if that is not practicable, to return to a suitable alternative job on no less favourable terms and conditions.

11.2. Individuals may return to work earlier or later than previously notified on their maternity form provided eight weeks' written notice has been given.

11.3. Individuals should confirm their actual return to work date with their manager, who is responsible for updating the records on the SuccessFactors HR system (at least one month before the individual is due to return to work). On the first day back at work, individuals must check that their profile is now showing as 'Active' and that the Maternity/Adoption Leave record has been updated with an 'Actual Return to work Date'. Further detailed information can be found in the [How to...Record Maternity/Adoption Leave in SuccessFactors Guide](#).

11.4. Individuals who do not wish to return to work following maternity leave should inform their manager/Head of Department of this in writing, giving the notice required in their terms and conditions of employment.

12. Expiry of fixed term contracts

12.1. If the contract of employment expires during maternity leave, or within 52 weeks of the start of maternity leave, individuals should talk to their manager/Head of Department and their HR Business Partner.

13. Organisational changes

13.1. If a post becomes at risk of redundancy whilst an employee is pregnant, during maternity leave or during an additional protected period of 18 months following the child's actual date of birth (or from the first day of the expected week of childbirth if not known) they will be contacted and consulted about the situation, which will be dealt with in accordance with the relevant University procedure. This will include the opportunity to attend a meeting or, depending on circumstances, the opportunity to discuss via telephone, or to present written questions.

13.2. In line with the University's redeployment guidelines employees who are pregnant, on maternity leave or within an additional protected period of 18 months following the child's actual date of birth will be considered for any vacancies which arise in the department and the wider University.

13.3. If an employee wishes to be considered for redeployment, they will normally need to provide a CV and a completed redeployment requirements form, which will facilitate the identification of whether a vacancy would be suitable alternative employment. If an individual identifies a potential redeployment opportunity or considers that

they meet the essential criteria of a post they must notify the relevant HR Business Partner at the earliest opportunity with confirmation of the closing date for the post, so that this can be considered in line with the University's redeployment guidelines.

13.4. An employee who is pregnant, on maternity leave, or within an additional protected period of 18 months after the child's actual date of birth (or if not known, from the first day of the expected week of childbirth) whose post is made redundant has the right to be offered suitable alternative employment in preference to other employees, who may also be at risk. The post offered must be on terms and conditions which are not substantially less favourable than their original post.

14. Still birth or miscarriage

14.1. If an employee has a stillbirth and this occurs after the 24th week of pregnancy the employee will still be entitled to maternity leave and pay. If an individual has a miscarriage before the 24th week of pregnancy there is no entitlement to maternity pay or leave. However, it may be appropriate to consider compassionate leave or sickness absence leave. Further information is available from the HR Business Partner.

15. Responsibilities

15.1. Manager/Head of Department

15.1.1. Managers/Heads of Departments are responsible for ensuring colleagues are aware of the policy and procedures, and that any requests submitted are in line with the notice and information requirements detailed in this policy.

15.1.2. Managers/Heads of Departments are responsible for ensuring that HR receive adequate notice of any leave periods and return to work dates so that colleagues receive the correct pay.

15.2. Human Resources

15.2.1. HR Business Partners will work with individuals and departments to provide guidance as required.

15.3. Individuals

15.3.1. Individuals are responsible for ensuring that they are familiar with the policy and procedures, and that they submit any requests for maternity leave in line with the notice and information requirements detailed in this guidance.

16. Breaches of the policy/procedure

16.1. All individuals are responsible for ensuring that University policies and procedures are adhered to and implemented in a consistent and fair way. Where queries or issues arise, the HR Business Partner should be contacted for guidance.

17. Confidentiality

17.1. Information shared for the purposes of maternity leave will be classed as confidential information.

17.2. Any personal data collected or retained in relation to this procedure will be in accordance with the University's Privacy Notice and Record Retention Schedule.

18. Further information

18.1. Increments and/or cost of living increases will continue during leave and will be taken into account when calculating pay and maternity pay.

18.2. Eligibility for study leave will continue to accrue during maternity leave.

18.3. Employees on a career break may not be eligible for University maternity pay. Eligibility for statutory maternity pay may be affected during a career break and advice should be sought from the HR Business Partner.

18.4. The eligibility criteria are the same for term time only employees, although the pay calculations are more complex. Further details can be obtained via the University's Payroll Team.

18.5. Payslips will continue to be available to view and download on Success Factors during maternity leave.

18.6. Further information is also available from HR Business Partners, Payroll and from Job Centre Plus.

19. Equality Impact Assessment

19.1. The University of Warwick recognises its responsibility to ensure that no-one is discriminated against or disadvantaged in relation to a protected characteristic which include: age, disability, sex, trans and gender reassignment, maternity, paternity and adoption, marriage and civil partnership, race, religion or belief, or sexual orientation. For further information, please refer to the University's Diversity and Inclusion website.

19.2. The Maternity policy and procedure has been assessed as being of high relevance to our duties under equality legislation and the University will review its impact on equality and diversity, identify any inequalities by regular monitoring, and take action where necessary.