



MATERNITY LEAVE POLICY ACTION CARD	
EMPLOYEE'S CHECKLIST – MATERNITY/ADOPTION LEAVE	MPA3
FOR USE BY: Employees	LIAISES WITH: Line managers, HR team, Risk Department, Occupational Health
<p>Rationale: To provide quick reference for employees on maternity/adoption leave issues. See also the Return to Work Flowchart on page 3 of this document.</p> <p>MATERNITY LEAVE:</p> <p>As soon as you know you are pregnant:</p> <ul style="list-style-type: none"> • Inform your manager • Discuss the amount of maternity leave you might want to take, and whether or not you want to return to work afterwards • If you belong to the Salary Sacrifice Scheme, you must consider the effect that this will have on your Maternity Pay and Pension in the future – Paymaster's Department staff will be able to provide information <p>When you are 20 weeks pregnant:</p> <ul style="list-style-type: none"> • Ask your doctor or midwife for a maternity certificate (form MATB1) showing when your baby is due <p>During or before the 15th week before your Expected Week of Childbirth:</p> <ul style="list-style-type: none"> • Complete 2 copies of Form F189 and give to your line manager along with the MATB1 form • Your line manager will sign the F189 forms and will send one copy to the Paymaster Department and place the other copy in your personal file • Your line manager will write to you within 28 days to confirm the latest date you can return to work <p>Anytime after 29 weeks pregnant:</p> <ul style="list-style-type: none"> • Start your maternity leave on the date that you have chosen (there is a possibility this date may change depending on how your pregnancy progresses; inform your line manager of any changes if this is practicable) <p>ADOPTION LEAVE:</p> <p>UK adoption: Tell your line manager within 7 days of being matched with a child. If this isn't possible, you must tell them as soon as you can, and provide the following information:</p> <ul style="list-style-type: none"> • when you expect the child to be placed with you • when you want your leave to start (either when the child starts living with you or up to 14 days before this) <p>Adoption Leave can start on any day of the week and lasts for a maximum of 52 weeks</p> <p>Overseas adoption: Tell your line manager within 28 days of receiving the official notification and provide the following information:</p> <ul style="list-style-type: none"> • the date of official notification • the date you expect your child to enter Great Britain • at least 28 days' notice of the date you want Adoption leave to start – adoption leave cannot be started before the child enters Great Britain • the date the your child actually enters Great Britain (within 28 days of the date of entry) <p>Contd.</p>	

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DURING MATERNITY/ADOPTION LEAVE:

If you start to work for another employer:

- Notify Human Resources

Keeping In Touch:

- Ensure you keep in touch with the Trust according to any informal arrangements you have made with your line manager
- Work any Keeping In Touch (KIT) days which you have arranged with your line manager

Returning to work:

- If you wish to return to work early, complete form F189A "Confirmation of Intention to Return to Work Prior to Maternity Leave/Pay Entitlement Exhausted" and send this to your manager, giving at least **56 days'** notice of return
- If you are returning to work after the standard maternity leave period, you must return **52 weeks** from the beginning of the week in which you started maternity leave

ALWAYS ENSURE ALL RELEVANT ACTIONS ARE DOCUMENTED!

RETURN TO WORK FOLLOWING MATERNITY OR ADOPTION LEAVE

Information about Maternity/Adoption Rights and Statutory Maternity/Adoption Pay

Information about maternity and adoption rights can be found at the DirectGov website www.direct.gov.uk and the Department for Business Innovation Skills website at www.bis.gov.uk

Will you be returning to work?

Yes

- Tell manager and discuss return to work options
- If you want to return to work part-time, tell your manager about this in advance if possible
- If you want to return to work earlier than you said, you must give at least 56 days' notice – if you don't, you may not get paid on time
- If you return to work within 6 months of having a baby or are still breastfeeding, your manager will carry out a risk assessment prior to restarting work, or immediately upon your return to work
- If it is found that you or your child would be at risk if you continue your normal duties, we will provide suitable alternative work at your normal rate of pay.
- If you decide to take annual leave immediately after your maternity/adoption leave finishes, agree this with your line manager
- After your maternity/adoption leave finishes, you must return to work for a minimum of 3 months (this work can be for this Trust or another NHS organisation)
- If you fail to return within 15 months, you will be liable to repay your Maternity/Adoption pay, less any Statutory pay you have received

No

- Tell your manager that you do not wish to return to work after your Maternity/Adoption Leave
- Your manager will ask this to confirm this in writing as soon as possible
- You must give the amount of notice stated in your contract of employment
- If you have at least 26 weeks service and you work until the beginning of the 11th week before the Expected Week of Childbirth, and your average weekly earnings are above the NI lower earnings limits, you will be entitled to Statutory Maternity/Adoption Pay
- Your manager will write to confirming your entitlement and the date you wish to leave
- If you are not entitled to Statutory Maternity or Adoption Pay, you may be entitled to Maternity Allowance from the Department of Work and Pensions.
- Paymasters will inform you if you are not entitled to any Statutory pay. See also www.dwp.gov.uk

Not sure yet?

NOTE:

Don't forget, you will need to give details about your return to work on the form F189 when you complete it

If you have 12 months' continuous service with the Trust or another NHS Employer and are not sure if you want to return to work, you may wish to Have 12 weeks at half pay withheld until you make your decision. You must give your agreement to this in writing. You will continue to be paid Statutory Maternity/Adoption Pay if you take up this option. Once you have made your decision on whether you intend to return to work, Inform your manager:

- If you do intend to return, arrangements will be made for you to receive
- The 12 weeks half pay which was withheld
- If you do not wish to return to work, submit your resignation in writing