

**Maternity, Paternity, Shared parental and Adoption leave
Information Pack and Policy Guidelines.**

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1. Introduction

Congratulations on the forthcoming birth of your baby. Becoming a parent brings new needs, not only in health care and adjusting to the obvious changes at home, but also in relation to what happens at work.

This pack has been prepared to ease the process by answering some of the questions you may have about your entitlement to maternity leave/pay and the options open to you, both before and after the birth of your baby. The pack also contains some general information relating to your health during pregnancy, guidance on health and safety provisions, and your entitlement to certain state benefits.

The Improvement Service recognises that there is a very wide range of legislation governing family friendly leave and pay. Most of the relevant legislation can be found consolidated into the Employment Rights Act 1996 or the Employment Relations Act 1999. However, the Employment Act 2002, the Work and Families Act 2006, the Children and Families Act 2014, and numerous regulations have also brought in some significant changes. The Gov.uk website provides guidance and interactive tools on maternity, paternity, shared parental and adoption leave and pay which can be read in conjunction with this policy.

Acas also produces guidance; for example, in September 2017 it published advice to assist employers in supporting staff who have given birth to premature or ill babies.

2. Antenatal care

Throughout your pregnancy you will have regular care, either at a hospital antenatal clinic, or with your own GP or community midwife. You have a legal right to reasonable time off work, with pay, for antenatal care. This applies to all pregnant women regardless of length of service or hours worked. At your first medical appointment, you should ask for confirmation that you are pregnant and an appointment card to show your manager when you need time off.

Preparation for labour classes are held at hospitals, local clinics and health centres. Most of these classes will take place in the last three months of your pregnancy when you may have commenced maternity leave but if you are working later into your pregnancy you will also be granted reasonable time off work, with pay, to attend these classes.

3. Pregnancy and health

Work

The Improvement Service is committed to protecting the health, safety and welfare of its employees and an assessment of any potential risks for pregnant women will have been included in the general risk assessment process. However, if you are concerned about any aspect of your work while you

are pregnant, you should contact your line manager who will make contact with a health and safety adviser (WLC).

Display Screen Equipment

The most recent research shows that there is no evidence of a link between problems with pregnancies and display screen equipment such as PC's (including concerns about radiation, posture and stress). However, The Improvement Service recognises that some pregnant women may still have concerns about operating such equipment and in these cases the employee may seek Health and Safety advice.

If you are pregnant and have a concern about the continued use of display screen equipment, you should inform your line manager and provide them with a copy of your certificate of pregnancy. Wherever possible, alternative work will be found for you within your own section. Any transfer from display screen equipment work will be on your existing salary grade and conditions of service.

Health

There are many books and publications concerning your health during pregnancy but one excellent book is 'Ready, Steady, Baby', also available through NHS Scotland online at <http://www.readysteadybaby.org.uk/index.aspx>. This book is a comprehensive guide to pregnancy, birth and early parenthood and should be given to you free by either your GP or at your first antenatal class.

Although you may already be familiar with, or have recently taken advice on:

- diet during pregnancy;
- smoking;
- alcohol;
- medicine and drugs; or
- breastfeeding etc.

Further advice can be obtained from WLC Occupational Health and Safety, however contact with your line manager should be made in the first instant.

4. State Benefits

The following is only an outline of some of the main state benefits, which may apply to you. You are therefore strongly recommended to contact your local DWP office to obtain more specific information.

Statutory Maternity Pay

The Statutory Maternity Pay (SMP) Scheme is a two-tiered scheme with two rates of Statutory Maternity Pay known as the 'lower' rate and the 'higher' rate as follows:

- Higher rate = $\frac{9}{10}$ ^{ths} of average weekly earnings

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Reviewed November 2018

- Lower rate = a set weekly rate reviewed each year in April

See pages 11-13 for full details of the qualifying conditions and your entitlement to SMP.

Maternity Allowance

If you are not entitled to SMP you may be entitled to National Insurance Maternity Allowance. To claim this you will need to submit form MA1 which will be given to you by Payroll together with the maternity certificate from your doctor/midwife to your Jobcentre Plus Office. The allowance is payable for the first 39 weeks after you commence maternity leave/finish work.

Free prescriptions and dental treatment

Prescriptions and dental treatment are free during pregnancy, for a year after the birth, and for all children. Ask your GP or dentist for details.

Child benefit

This is a weekly benefit paid for each child you are responsible for. You cannot claim before the child is born, as you need to send your baby's birth certificate (it will be returned). You can obtain a claim form from your local post office or DSS Office.

Lone parent

This is a weekly benefit paid with Child Benefit to people bringing up a child on their own. You can obtain a claim form from the Advice Shop or your local DSS Office.

Benefits for low income families

If your income is low, you may be able to claim **Income Support and Family Credit**. If you claim either of those, you may also be able to get other benefits such as a Maternity Needs Payment, Housing Benefits and Council Tax Benefit. More information on state benefits to which you may be entitled can be obtained from your local DSS office.

5. Returning to work

The Improvement Service is committed to encouraging women to return to work after they have had a baby. However, it recognises that traditional patterns of working will prevent some women (and men) from combining their work and family responsibilities. To increase the opportunities for working available to employees with family responsibilities, The Improvement Service has adopted a number of policy initiatives which will, hopefully, assist you in reaching a decision on whether or not you wish to return to work following your maternity leave. It should be noted that not all of these would apply to every employee.

Job sharing scheme

Job sharing can generally be defined as two people voluntarily sharing the duties and responsibilities of one existing full-time post with the salary and appropriate aspects of conditions of service shared on a pro-rata basis according to the hours worked by each job sharer. Job sharing, therefore, involves working on a part-time basis and the hours of work are agreed between the two employees and the manager.

Part-time working

If you previously worked full-time but do not wish to return to full-time working after maternity leave, you could request that you return to work in your existing job on a part-time basis. Whilst there is no guarantee that a head of service can agree to part-time working in every case, it may at least be possible to return to work on a part-time basis initially, which will help you make the transition from maternity leave to working again.

Childcare

One of the key factors in returning to work following maternity leave is arranging childcare to meet your requirements. Whilst The Improvement Service does not provide employees with direct assistance with childcare, there is a wide variety of services in West Lothian and the surrounding area including full and part-day group care such as private nurseries, crèches and playgroups.

Full information on childcare can be obtained by contacting the Childcare Information Service ☎ (01506) 776660.

Or website address <https://www.gov.uk/browse/childcare-parenting/childcare>

6. Glossary

- **Continuous service** means continuous service with The Improvement Service and any public authority to which The Redundancy Payments (Continuity Of Employment In Local Government, Etc.) (Modification) (Amendment) Order 2001 applies.

If you have returned to local government service following a break for maternity reasons, and the break in service does not exceed eight years and does not include a period of employment for which you were paid, you will be entitled to have the previous service taken into account for maternity purposes. Otherwise, there must be **NO** break whatsoever for service to be counted as 'continuous'.

- **Reckonable service** is all previous aggregated service with The Improvement Service and any public authority to which The Redundancy Payments (Continuity Of Employment In Local Government, Etc.) (Modification) (Amendment) Order 2001 applies

- **Expected week of childbirth (EWC)** - 'week' in this context means the period of seven days, beginning with midnight on Saturday/Sunday, in which birth is expected to take place. In all other

contexts, such as in 'the eleventh week' before the expected week of childbirth, 'week' is defined as 7 days ending with a Saturday.

- **Qualifying week (for Statutory Maternity pay)** - is the 15th week before the week in which the maternity certificate indicates your baby is due.

- **SMP (Statutory Maternity Pay)** is governed by the Maternity Allowance and Statutory Maternity Pay Regulations and is payable to women who have at least 26 weeks continuous service at the beginning of the qualifying week and whose average weekly earnings in the calculation period are above the lower earnings limit for National Insurance contributions.

- **Childbirth** means the live birth of a child, or a still birth after a pregnancy lasting at least 24 weeks.

- **Dependant (for the purposes of the Policy on Leave for Family-Care purposes)** - is a spouse, partner, child, parent or person living in the same household (excluding tenants, lodgers or boarders) or other person who relies on an employee for:

- assistance in the event of illness, injury or assault; or
- to make arrangements for the provision of care in the event of illness or injury.

7. Maternity leave and pay entitlements

Definition

Maternity leave is the aggregate of paid and unpaid leave of absence granted in accordance with the provisions as set out below:

Notification Requirements

Maternity leave can commence no earlier than the beginning of the 11th week before the Expected Week of Childbirth (EWC) or from the date of childbirth if that is earlier.

Maternity leave can commence on any day of the week.

When applying for maternity leave you must submit a completed Maternity Notification Form (available on-line or from Human Resources) to your line manager not later than 15 weeks before the Ordinary Maternity Leave commences, or as soon as is reasonably practicable.

Human Resources will provide you with written confirmation of your entitlement to maternity leave, and if applicable, pay.

At least 3 weeks before the date maternity leave is due to commence, or as soon as is reasonably practicable, you must submit a certificate from a registered medical practitioner or certified midwife (MATB1) stating the expected week of childbirth.

If, due to a change in circumstances maternity leave requires to commence early (for example childbirth occurs earlier than expected), you must advise your line manager of this in writing as soon as possible.

Maternity Leave and Pay

All relevant employees, regardless of their length of service or part-time or full-time status, qualify for maternity leave.

You are statutorily entitled to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave regardless of your length of service.

It is compulsory for women who have given birth to have a minimum of two weeks maternity leave commencing with the date of childbirth.

- There is no qualifying period of employment. All pregnant employees qualify for a total of 52 weeks' maternity leave.
- Women who were pregnant when they started working for their employer are entitled to maternity leave.
- Employees can choose when to start maternity leave, but it cannot begin before the start of the 11th week before the expected week of childbirth.
- 'Compulsory' maternity leave is the period two weeks (four weeks for factory workers) immediately after giving birth, during which the woman is not permitted to work. This is part of the maternity leave period, not additional to it. It is discrimination and a criminal offence for an employer to permit a woman to work during these two weeks.
- In most cases the mother's partner will be entitled to up to two weeks' statutory paternity leave and may also take shared parental leave (SPL).

The online calculator from the Department for Business, Energy & Industrial Strategy helps prospective parents to work out their maternity leave and entitlements. The link to this calculator is <https://www.gov.uk/government/news/calculate-your-leave-and-pay-when-you-have-a-child>

Statutory Maternity Pay (SMP)

You are entitled to Statutory Maternity Pay provided you meet the conditions outlined below:

- You have been continuously employed by The Improvement Service for 26 weeks at the beginning of the 15th week before the EWC;
- You continue to be employed by The Improvement Service during all or part of the 15th week before the EWC;

- You have average weekly earnings at or above the lower earnings limit for the payment of National Insurance contributions;
- You have complied with the notification requirements outlined above.

Payment of SMP cannot start earlier than the 11th week before the EWC and is paid for a maximum of 39 weeks.

If you are in receipt of SMP, and after the birth of the child take up employment with another employer; or go outwith the European Community; or are taken into legal custody; SMP payments stop. It is your responsibility to notify The Improvement Service in these circumstances.

If you are excluded from entitlement to SMP, The Improvement Service is required to complete DSS form SMP 1. This form, together with maternity certificate MAT B1 if it has been provided, will be forwarded to you within 7 days of the decision that you are not entitled to SMP, in order for you to claim National Insurance Maternity Allowance (see section 4).

Qualification for 12 Weeks Half Pay

In order to qualify for 12 weeks half pay you must provide written confirmation of your intention to return to work for a period of not less than 3 calendar months following maternity leave. This is done by completing the 'Maternity Notification Form', which is enclosed with this pack.

If you are unsure if you will return to work, you may elect to postpone payment of half pay until your return by completing the relevant section in the 'Maternity Notification Form'.

If you have indicated your intention to return to work for a period of at least 3 calendar months following your maternity leave, and subsequently decide not to return, you must confirm your decision in writing to your line manager. You will be required to repay the period of 12 weeks half pay as The Improvement Service may decide.

Annual Leave

When you return to work from maternity leave, that period of leave shall be taken into account in calculating your annual leave entitlement for the leave year(s) in which your maternity leave falls.

You are also entitled to reinstatement of any public holidays, which fall during the first 39 weeks of paid maternity leave.

Parents taking shared parental leave will retain employment rights – including holidays. Holiday will therefore accrue during shared parental leave as it does during maternity leave.

Contact During Maternity Leave

The Improvement Service reserves the right to maintain reasonable contact with you from time to time during your maternity leave. This may be to discuss your plans for return to work, or simply to update you on developments at work during your absence.

Keeping In Touch Days

During maternity leave you are allowed up to 10 days at work with normal pay – known as “keeping in touch days” – without bringing your maternity leave period to an end. Normal pay will be inclusive of any SMP or Maternity Allowance payable.

These days do not require to be consecutive and can be used for training or any other activity that enables you to keep in touch with your place of employment.

You do not have a right to attend work during your maternity leave and The Improvement Service has no right to require you to attend work during your maternity leave. Therefore, a decision as to whether or not keeping in touch days will take place is a matter to be decided between an employee and their line manager.

Return to Work Following Maternity Leave

You have the right to return to work at any time after the compulsory two weeks maternity leave following the birth of the baby.

You have a statutory right to return to the job in which you were employed under your original contract of employment and on terms and conditions no less favourable than those that would have applied had you not been absent.

However, where exceptional circumstances occur, i.e. where an organisational change necessitates an alteration to your job and this change would have occurred irrespective of your absence on maternity leave, suitable alternative employment may be offered.

You will be formally advised in writing of the date on which you are expected to return to work if taking your full entitlement to maternity leave. If you wish to return to work prior to this date you must provide at least 8 weeks written notice of the date you propose to return.

8. Maternity Support and Paternity Leave

Paternity Leave

An employee whose wife, civil partner or partner gives birth to a child is entitled to two weeks paid paternity leave provided that he or she has 26 weeks continuous service by the 15th week before the EWC.

Paternity leave must be taken in a single block of one week or two consecutive weeks within 8 weeks of the birth of the child.

Pay during paternity leave will be as follows:

- The first week will be at full pay, inclusive of Statutory Paternity Pay (SPP)
- The second week will be paid at SPP or 90% of your weekly wage, whichever is the lower

Employees whose average earnings are below the Lower Earnings Limit for National Insurance Contributions will not qualify for SPP

Employees wishing to take Statutory Paternity Leave must inform The Improvement Service by the 15th week before the week in which the child is expected, where reasonably practicable, of their intention to take this leave. You must state in writing:

- The week in which the child is due;
- Whether you wish to take one or two weeks leave; and
- When you want the leave to start.

You may alter the date on which your leave starts by giving The Improvement Service 28 day's written notice where this is reasonably practicable.

The IS acknowledges that the right to paid paternity leave is in addition to any unpaid parental leave rights. Unpaid parental leave rights can be requested as a portion of shared parental leave and four weeks unpaid parental leave. Employees seeking unpaid parental leave should discuss this as soon as possible and provide adequate written notice to The Improvement Service.

Maternity Support Leave

Maternity Support Leave may be requested by the spouse, partner, civil partner or nominated carer of an expectant mother. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

Maternity Support Leave may also be requested where the spouse, civil partner or partner of an expectant mother does not qualify for paternity leave.

Those who qualify for Maternity Support Leave will be granted 1 weeks leave with normal pay. This leave must be taken as a single block of one week at or around the time of the birth of the child

Requests for maternity support leave should be made in writing to your line manager.

9. Shared Parental Leave

The basic principle of Shared Parental Leave is that employed mothers can switch part of their SML and SMP into SPL and shared parental pay, provided the parents satisfy the eligibility requirements. The mother and partner must have worked for their employers continuously for at least 26 weeks up to the 15th week before the expected week of childbirth.

The mother can choose whether to give up her SML and the parents can choose how they share any SPL, either taking it in turns or taking time off together. The eligibility, notification and variation procedures are complex but at least eight weeks' notice must be given before the start of SPL.

SPL becomes available once the mother has given notice to end her entitlement to maternity leave early:

- The minimum period of leave must be one week.
- The leave must be taken in multiples of complete weeks as either one continuous period or discontinuous periods.

10. Adoption Leave

Statutory adoption leave and pay in the UK have been broadly in line with statutory maternity leave and pay since April 2015. The primary adopter can also take paid time off for up to five adoption appointments. The other adopter can take unpaid time off for up to two appointments.

Adoption leave

Qualifying employees may take up to 52 weeks' adoption leave. Some surrogate parents are also entitled to adoption leave.

If a couple jointly adopt a child, one adoptive parent may take adoption leave and the other may be able to take paternity leave and shared parental leave in broadly the same way as they do following the birth of a child (see above).

Adoption pay

Statutory Adoption Pay (SAP) is payable for 39 weeks and there is a qualifying service requirement of 26 weeks' continuous employment. The rate of SAP is the same as SMP (see above). Adopters whose average weekly earnings are below the lower earnings limit for National Insurance purposes do not qualify for SAP but may qualify for other welfare benefits.

11. Some common questions and answers

Will my rights to maternity pay/leave be affected if my baby is born early or late?

Your rights to maternity pay/leave will not be affected. However, you should inform your Human Resources Assistant of the date of your baby's birth so that you are given confirmation of the date up to which you may remain absent.

What happens if I am absent on sick leave immediately prior to taking maternity leave?

Sick pay can be paid up to the date of maternity leave. However, if you are absent with a pregnancy related illness during the 4 weeks prior to your EWC sick pay cannot be paid. In such cases, your maternity leave will be deemed to have commenced from the first day of sickness.

What if sickness prevents me from returning to work at the end of my maternity leave?

Provided you submit a doctor's certificate, you will be treated as being on sick leave.

What happens in the event of a still birth or miscarriage?

If the baby is born after 24 weeks of pregnancy, your entitlement to maternity leave/pay and the right to return to work is unaffected. If the baby dies before 24 weeks of pregnancy, you would be entitled to sick leave/pay in accordance with The Improvement Service's Sick Pay Scheme.

Will my maternity pay be taxed?

Yes, Income Tax and National Insurance contributions will be deducted from your maternity pay as appropriate.

When can I start my maternity leave?

Maternity leave can start no earlier than the 11th week before the EWC. You may, if you wish, continue to work until the week the baby is born

What deductions continue to be made in respect of my pension scheme contributions during maternity leave?

- You will continue to make pension contributions on your maternity pay, even if you do not intend to return to work. However, regarding your period of unpaid maternity leave, you can either:

- elect to pay contributions during your unpaid period of leave by contacting Lothian Pension Fund directly on 0131 529 4638; or

- elect to pay the contributions over a 3, 6 or 12-month period on your return to work.

You should record your decision on the relevant section in the attached Maternity Notification form.

- If you contribute to a personal pension, you should discuss this matter with the 'provider' of your personal pension.

Do I need to inform my manager when I discover that I am pregnant?

For health & safety purposes it is in your best interest to provide your manager, at the earliest opportunity, with written notification that you are pregnant in order that a workplace risk assessment be carried out and any of the necessary health and safety provisions of the regulations implemented.

Your manager should regularly monitor and review any assessment made to take account of possible risks that may occur at different stages of your pregnancy.

For the notification requirements required for maternity leave and pay purposes see the Leave for Family Care Policy & Procedure which is available on The Improvement Services Intranet under Human Resources Services or information can be obtained from your line manager.

Can I continue working as normal whilst I am pregnant?

Yes, a healthy expectant mother can generally do most of the jobs she did before she became pregnant.

However, where an expectant mother works nights and this poses a specific work risk, if her GP or midwife provides her with a medical certificate stating she must not work nights, she has a right to be offered suitable alternative day work on the same terms and conditions. If this is not possible, she should be suspended from work on paid leave for as long as necessary to protect her health and/or that of her baby.

How will I know if my workplace/work activities pose a health and safety risk to me or my baby?

You should give your manager written notification that you are pregnant or breastfeeding and your manager will carry out a risk assessment to identify possible risks and hazards in the workplace or from work activities. You and your health and safety representative will be advised of the outcome of the risk assessment and the measures put in place to protect you.

Your manager must regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of your pregnancy.

What happens if there remains a risk to health and safety?

Every effort should be made to adjust your working environment to suit your needs and requirements in terms of health and safety. If this is not practicable then you should be offered suitable alternative employment, on the same terms and conditions, on a temporary basis.

Will I be allowed to attend antenatal appointments during working hours?

Yes, pregnant employees are entitled to time off work with pay for antenatal care. Requests for time off must be submitted to your line manager and be supported by an appointment card.

Does The Improvement Service provide facilities for nursing mothers to express milk?

Yes, The Improvement Service will provide a private, healthy and safe environment for nursing mothers to express and store milk. Toilets are not regarded as suitable and should not be used for this purpose.

You should inform your manager, in writing, as early as possible that you plan to continue breastfeeding when you return to work in order that a risk assessment can be carried out. The risk assessment will be specific to you, based on the initial assessment and any medical advice you provide from your GP or midwife.

12. **Guidance for staff on the Health & Safety provisions for new or expectant mothers**

INTRODUCTION

- The Management of Health and Safety at Work Regulations 1999 (MHSW) include regulations that protect the health and safety of new and expectant mothers who work. The Sex Discrimination Act 1975 also protects the rights of pregnant workers.
- Information regarding Maternity leave and pay provisions can be accessed on The Improvement Services Intranet (Sharepoint) under Human Resources or from your line manager.
- Health & Safety information can be obtained by logging onto the HSE website at: www.hse.gov.uk/mothers/index.htm. Alternatively, you can contact **Occupational Health and Safety (WLC)** - ☎ (01506) 777153.

11. **Notification of Maternity Leave**

MATERNITY NOTIFICATION FORM

(Please complete in BLOCK capitals)

Name:	Employee No:																		
Designation:																			
Place of Employment: Improvement Service																			
<p>This section is for ALL staff</p> <p>I wish to inform you that I am pregnant and that I intend taking a period of maternity leave</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;">D</td> <td style="border: 1px solid black; padding: 2px 10px;">D</td> <td style="border: 1px solid black; padding: 2px 10px;">M</td> <td style="border: 1px solid black; padding: 2px 10px;">M</td> <td style="border: 1px solid black; padding: 2px 10px;">Y</td> <td style="border: 1px solid black; padding: 2px 10px;">Y</td> </tr> <tr> <td colspan="6" style="padding: 5px;">Date maternity leave to start:</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>		D	D	M	M	Y	Y	Date maternity leave to start:											
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Date maternity leave to start:																			
<p>Please select ONE of the options outlined in each of the two sections below by placing a ✓ in the appropriate box)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">I will definitely be returning to work and wish to take the 12 weeks half pay scheme.</td> <td style="width: 20%; text-align: center; vertical-align: middle;"><input style="width: 100%; height: 100%;" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I wish to keep my options open, and will defer the half pay scheme until I return to work.</td> <td style="text-align: center; vertical-align: middle;"><input style="width: 100%; height: 100%;" type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I will not be returning to work.</td> <td style="text-align: center; vertical-align: middle;"><input style="width: 100%; height: 100%;" type="checkbox"/></td> </tr> </table>		I will definitely be returning to work and wish to take the 12 weeks half pay scheme.	<input style="width: 100%; height: 100%;" type="checkbox"/>	I wish to keep my options open, and will defer the half pay scheme until I return to work.	<input style="width: 100%; height: 100%;" type="checkbox"/>	I will not be returning to work.	<input style="width: 100%; height: 100%;" type="checkbox"/>												
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I will not be returning to work.	<input style="width: 100%; height: 100%;" type="checkbox"/>																		
This section does NOT apply to part-year staff.																			

I have a balance of _____ days annual leave due to me up to my period of maternity leave.

I will use this leave immediately before my maternity leave, therefore my last working day will be:

D	D	M	M	Y	Y

Enter date:

This section is only for members of Lothian Pension Fund.

If you decide to take a period of unpaid additional Maternity Leave you will not build up pension benefits during this time. You can elect to cover the period of pension 'lost' by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract. Provided that you make an election to buy the 'lost' pension within 30 days of ending maternity leave the cost is shared 1/3rd to you and 2/3rds to the Council.

You can receive a quote and apply to buy any 'lost' pension at:

http://scotlqps2015.org/apc/?_ga=1.220510936.1396356657.1448628855

Employee's signature: _____

Date: _____

You should complete and submit this form to your Line Manager by the 15th week before the Expected Week of Childbirth. **Your 'MATB1' certificate should be submitted to your line manager not less than 21 days before you start your maternity leave.**

You should also indicate to your line manager the length of maternity leave you intend to take.

Line Manager to return completed application and MATB1 **as soon as possible** to:
Human Resources, Civic Centre, Howden South Road, Livingston, EH5 6FF

12. Personal maternity checklist

Entitlement to maternity leave is be for a period of up to 52 weeks (63 weeks for those with over 1 years continuous or reckonable service) and maternity leave can commence anytime between the 11th week before your Expected Week of Childbirth (EWC) right up to the week your baby is due. Information on the appropriate dates at which you have to notify The Improvement Service of your intention to take maternity leave are contained in the information pack and in the Leave for Family Care Policy

Once you have decided on the date you wish to start maternity leave, enter the date on the key date sheet provided, then identify the date by which The Improvement Service must receive notification of the date of your leave.

Maternity key dates

Dates

Your Expected Week of Childbirth. You will notify your employer by submitting your maternity form MAT B1 given to you by your GP or midwife.
Earliest week on which maternity leave may start - 11 weeks before EWC.
Fifteen weeks before start date of maternity leave – complete Notification of Maternity Leave form and pass to your line manager
Confirm the date of your baby’s birth.
Proposed return date after maternity leave.
Eight weeks before your return date after maternity leave - contact your line manager in writing to give notice of your intended return date
End of maximum maternity leave period, depending upon entitlement to leave, either 52 or 63 weeks