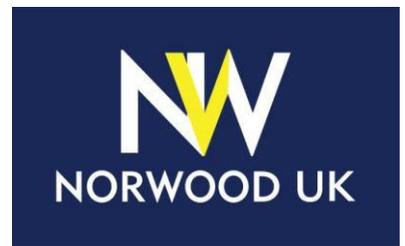




NORWOOD UK

Maternity Leave Policy



Maternity Leave Policy

Purpose

This policy sets out the Occupational Maternity Leave Scheme provided by Norwood UK to its staff and explains the statutory rights to Maternity leave and pay.

The policy aims to:

- support staff to balance work and family life
- maintain contact with staff and assist them in their return to work
- retain staff and thereby encourage equality and diversity within the workplace.

Scope

This policy applies to female employees of Norwood UK.

This policy should be read in conjunction with the Shared Parental Leave Policy which provides parents with more flexibility in how to share the care of their child in the first year following birth. Mothers can opt to curtail their maternity leave early and to share the remaining leave and pay entitlement with their partner. This enables parents to choose to be off work at the same time and/or take it in turns to have periods of leave to look after their child.

This policy does not form part of any employee's contract of employment and Norwood UK may amend it at any time.

Eligibility for leave

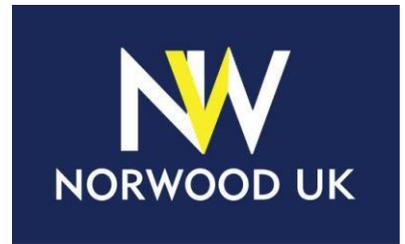
All employees are statutorily entitled to Ordinary Maternity Leave (OML) for 26 weeks and Additional Maternity Leave (AML) for 26 weeks. 52 weeks in total,

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regardless of length of service.

Eligibility for pay

To qualify for paid leave a member of staff must have completed at least 26 weeks of continuous service with Norwood UK by the end of the 'Qualifying Week' (ie. the 15th week before the expected week of confinement (EWC),

The EWC is the week, beginning on the Sunday, in which it is expected that the child will be born. The week in which the child is actually born is, of course, the week of childbirth.

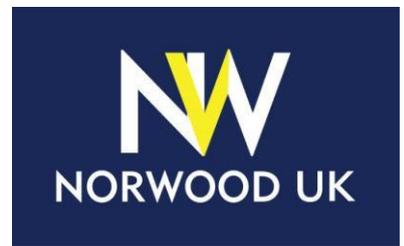
Statutory Maternity Pay (SMP)

SMP is a State benefit for women on maternity leave, the conditions for which and the amount of which are determined by the Government but it is paid by the employer:

- I. the first 6 weeks of Ordinary Maternity Leave are paid at 90% of the employee's average earnings
- II. thereafter, employees receive the Standard Rate, or 90% of average earnings if this is less, for 33 weeks.

Average earnings are calculated based on earnings over the eight weeks prior to the end of the qualifying week.

SMP may start on any day of the week.



To qualify an employee must have:

- I. completed at least 26 weeks of continuous service with Norwood UK by the Qualifying Week, and
- II. average earnings above the lower earnings limit for National Insurance contributions during the 8 week period prior to the end of the qualifying week, and
- III. have followed the application procedures set out below.

All eligible staff will receive SMP whether or not they intend to return to work after Maternity Leave.

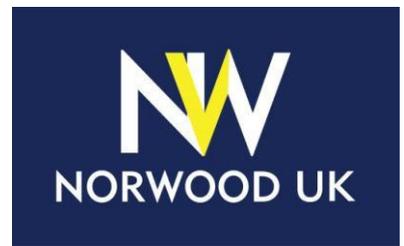
A member of staff who does not meet the above criteria for SMP should contact her local social security/Jobcentre Plus office to enquire about eligibility for Maternity Allowance (MA). Unlike SMP it is not paid by the employer, instead payment is made by the social security/Jobcentre Plus office.

Ante-Natal Care

Once a pregnancy has been confirmed a member of staff who has made an appointment to receive ante-natal care on the advice of a registered medical practitioner, registered midwife or registered health worker, will be entitled to take time off with pay to keep the appointment, provided she produces the documentation giving details of the appointment date and time. This is irrespective of length of service or hours worked.

Commencement of Maternity Leave

A member of staff may choose when to start her Maternity Leave, subject to the following constraints:



- I. the Maternity Leave period cannot start before the 11th week before the EWC
- II. the latest date Maternity Leave can start is the date of childbirth.
- III. the Maternity Leave period will be automatically triggered if the member of staff is absent from work wholly or partly because of pregnancy after the beginning of the 4th week before the EWC.
- IV. the Maternity Leave period will be automatically triggered if the baby is born early, in which case maternity leave will start the day after the day on which the baby is born.

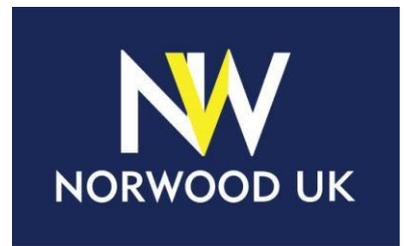
Staff will not be unreasonably requested by Norwood UK to undertake work that would have taken place during the maternity leave period prior to departing on maternity leave. This will not however prevent staff from assisting in the planning of coverage of their work in advance of the maternity leave period.

Keeping in Touch (KIT) During Maternity Leave

During maternity leave, Norwood UK may offer members of staff the option to work for up to 10 KIT days without bringing Maternity Leave to an end or losing Statutory Maternity Pay or Maternity Allowance. This is to enable staff to keep in touch and keep up to date with developments at work, and may include working, attending training or meetings.

KIT days are optional, they must be agreed in advance by both the employee and the line manager. Staff can work during Ordinary or Additional Maternity Leave but not during the two weeks of Compulsory Maternity Leave immediately after the birth.

Working for any part of a day will count as one of the 10 KIT days available. KIT days will not extend the Maternity Leave period.



Norwood UK will pay staff at their normal hourly basic rate of pay (inclusive of Statutory Maternity Pay) for the number of hours which the member of staff works on a KIT day.

A log of days worked must be kept using form ML/ADL4 and submitted for payment on return to work at the end of the Maternity Leave period.

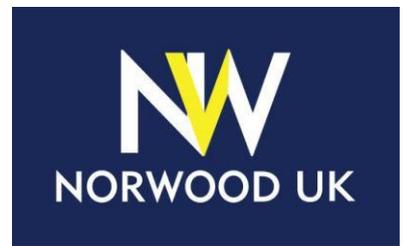
In addition, during Maternity Leave, Norwood UK may also make reasonable contact with members of staff, for example, to discuss return to work arrangements or to communicate important information, such as news of changes at the workplace that might affect the employee on her return.

Prior to the commencement of Maternity Leave employees and line managers are encouraged to use the pre-maternity leave checklist (form ML2) to agree and document arrangements for staying in touch with each other. This should include agreements on the way in which contact will happen, how often, and who will initiate the contact. It should also cover the reasons for making contact and the types of things that could be discussed.

The University will ensure that members of staff are kept informed of promotion opportunities relevant to their job and any important changes in the workplace which may directly affect them on their return to work.

Returning to Work

The return to work interview checklist (form ML/ADL3) provides a useful tool for line managers to assist employees in making a successful transition back into work. This may be used on the employees' return or during keeping in touch days in the lead up to their return to work.



No-one is allowed to return to work during the first two weeks from the date of childbirth. This is classed as a period of Compulsory Maternity Leave.

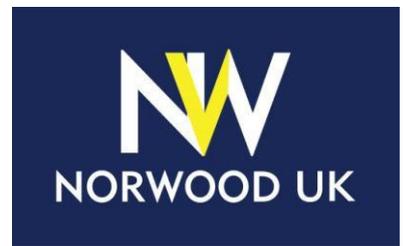
A member of staff who intends to return to work at the end of full Maternity Leave (i.e. 52 weeks), will not have to give any further notification of her return to work. However, if she intends to return to work before the end of her Maternity Leave she must provide 8 weeks' notice, in writing, of her intended date of return to her line manager and to HR Services.

A member of staff who is only taking the Ordinary Maternity Leave is entitled to return to the same job she was in before she went on leave, on terms and conditions that are no less favourable than those that would have applied had she not been absent.

A member of staff who has stated her intention to return to work after Additional Maternity Leave will normally be re-employed in her previous post, but if there are exceptional reasons why this is not possible she will be employed on similar work and on terms and conditions no less favourable than if she had not been absent.

A member of staff who has been working full-time but who indicates a wish to return to work on a part-time basis following Maternity Leave should submit a request under the Flexible Working Policy and discuss this with their line manager as early as possible.

A member of staff who fails to return to work after Maternity Leave will be treated as being on unauthorised absence, and the University will be entitled to take appropriate disciplinary action, which may include dismissal. The University will, in such circumstances, reclaim any payment made in excess of SMP.



If a member of staff leaves within 12 weeks of her return to work after Maternity Leave Norwood UK has the right to recover any payment made in excess of SMP. This provision shall not apply to employees on a fixed term contract that expires either before their return to work or within a period of 12 weeks from return to work provided that they have not (i) been notified that their contract is to be renewed/extended or (ii) refused an offer of suitable alternative employment.

Health and Safety

The department in which a pregnant member of staff works is responsible for risk assessments in relation to her work and environment. Any health and safety concerns should be raised immediately with HR.

A member of staff who is pregnant, has recently given birth or is breast-feeding, and is unable to continue in her post on designated health and safety grounds, will be offered alternative work or, where none is available, will be suspended from work on full pay until such time as she is able to resume her duties.

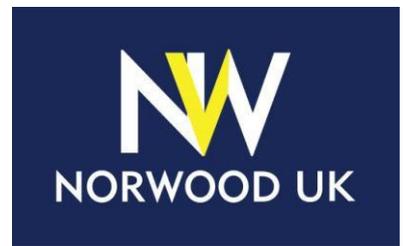
Still births

There is no distinction between live and still births in the granting of maternity benefits if the pregnancy has lasted at least 24 weeks.

Other Conditions during Maternity Leave

Continuity of employment

Periods of Maternity Leave are counted as periods of continuous employment. Employees are entitled to the benefit of (and bound by) their normal terms



and conditions of employment, except for terms relating to salary, throughout the 52 week period of Ordinary and Additional Maternity Leave. This includes benefits in kind such as those provided through salary.

Annual Leave

During the period of Ordinary and Additional Maternity Leave a member of staff will continue to accrue annual leave, including bank holidays and closure days, in the normal way.

Staff may take their annual leave at the beginning and/or end of Maternity Leave.

Annual leave accrued prior to the start of the Maternity Leave period must be taken within the current leave year.

Annual leave accrued during the Maternity Leave period should be taken during the current leave year wherever possible. Staff will normally only be allowed to carry over more accrued annual leave into the next leave year if it has not been possible to take it.

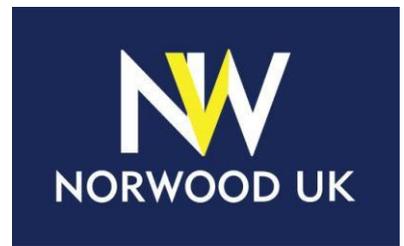
Staff transferring to part-time work on their return, must take their outstanding full-time annual leave allowance prior to returning.

Parental Leave

A member of staff may apply to extend their Maternity Leave under the terms of the policies on Career Breaks for Carers or Parental Leave.

Sickness

Maternity Leave is not treated as absence due to illness.



Employees are not entitled to receive sick pay, i.e. employees cannot be classed as off sick during Maternity Leave.

Fixed term contracts

Employees on fixed-term contracts are covered by this policy and associated provisions until the contract expires. Statutory Maternity Pay will continue to be paid beyond the contract expiry date via payroll if eligible.

Where the fixed term contract is due to end by reason of redundancy during maternity leave an employee on the Redeployment Register will be offered a suitable alternative post where such a post becomes available.

Effect on Probation periods

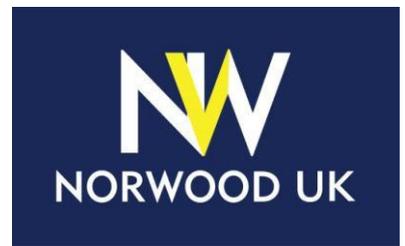
There may be occasions when the probationary period is interrupted. In such circumstances it should be made clear (and confirmed in writing) to the individual whether probation is continuing or is being suspended. If it is the latter an indication of the period it is suspended should be given.

Overpayments

If Norwood UK makes an overpayment of Statutory or Shared Parental Pay, the amount of any such overpayment will be deducted from your salary (which may include holiday pay, sick pay, bonus, honoraria, one-off payments, market supplements and pay in lieu of notice).

How to apply

A member of staff should consult at the earliest opportunity with her line manager regarding her pregnancy and her expected Maternity Leave, to take



account of any risks to herself and her unborn child in the workplace and to enable planning for her absence to begin as soon as possible. She may also find it helpful to consult with HR Services to seek confidential advice and guidance.

Form ML1 'Notification of intention to take Maternity Leave' must be completed and sent to the line manager as soon as possible, but no later than the end of the Qualifying Week (ie. 15th week before the EWC). A copy should also be sent to HR Services.

The member of staff must also forward her original MAT B1 form to HR Services, as soon as it is provided by her GP.

HR Services will then confirm in writing, within 10 working days, the terms of the Maternity Leave and the date on which the employee is expected to return to work.

Signed for and on behalf of the company

A handwritten signature in black ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director