



University of
St Andrews

Maternity leave

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Purpose	Provides information regarding the University's Maternity offering and procedures.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.1	New section added to document what happens to employee pension contributions during unpaid leave.	Published	Lisa Stewart HR	31/01/2024

This policy applies to existing employees who are due to go on maternity leave on 11 September 2023 and thereafter. Employees who are currently on maternity leave (prior to 11/09/23) should refer to the previous [policy](#).

Table of contents

1.	Introduction	3
2.	Statutory entitlement	3
3.	Miscarriage, stillbirth and neonatal death	3
4.	Maternity pay packages	4
5.	Procedures	4
6.	Keeping in touch	7
7.	Health and safety	8
8.	Support	8
9.	Version control	9
	Appendix A: Internal support	11
	Appendix B: External support	12

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- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
 - This document and forms associated with this document are available in an alternative format upon request.
 - We encourage employees to review the [Maternity webpage](#) to access FAQs about the maternity process as well as additional guidance.

1. Introduction

- 1.1 This policy has been developed to provide information regarding the University's maternity leave offering. Any queries regarding the information outlined in this document should be directed to [HR Support](#) in the first instance. [Appendix A](#) provides further internal support contact details.
- 1.2 Additional guidance can be accessed on the University's [Maternity Leave webpage](#), including a list of frequently asked questions "FAQs" for the employee and the line manager, a link to the [maternity leave planner](#), as well as helpful links to useful, relevant guidance and information. **Please note:** VPN is required for access.

2. Statutory entitlement

- 2.1 All employees are eligible for 52 weeks maternity leave irrespective of their length of service. This is made up of 26 weeks of ordinary maternity leave (OML) and 26 weeks of additional maternity leave (AML).
- 2.2 All employees must take a period of two weeks compulsory maternity leave directly following childbirth and cannot return to work during that period.
- 2.3 Employees will enjoy the same terms and conditions on AML as they enjoy during OML except salary (other than maternity pay). Therefore, employees are entitled to benefit from their normal terms and conditions of employment, except for salary for the whole duration of maternity leave.

3. Miscarriage, stillbirth and neonatal death

- 3.1 The University recognises that the effects of a miscarriage, stillbirth and neonatal death can be extremely distressing and that to many employees a miscarriage is the loss of a baby, regardless of how early in pregnancy it occurs. These events can have significant physical and emotional consequences which may affect an employee's attendance or performance at work.
- 3.2 For the purposes of maternity leave, there is no distinction between live, stillbirth, and neonatal death (when the baby dies within the first 28 days of life) after 24 weeks of any pregnancy. Employees should refer to [section 4](#) for information on their entitlement.
- 3.3 Employees who have had a miscarriage (before 24 weeks of pregnancy), may need time off work to recover physically and emotionally and it is appreciated that the amount of time off required will vary from individual to individual. If the employee requires time off after a miscarriage, this will be supported under the [Sickness Absence policy](#). Sickness absence after a miscarriage is protected and formally recorded as a pregnancy-related absence and will therefore not count towards the normal sickness absence triggers. The employee may be asked to provide a medical certificate to cover the sickness absence from work.
- 3.4 The University offers an [Occupational Health service](#) which can be used to support the employee during this time. [Appendix B](#) also provides a list of external support contacts that employees can access at any time.

4. Maternity pay packages

- 4.1 The University offers an enhanced maternity pay package to employees who meet the length of service criteria for statutory maternity pay (SMP). Note: Employees who commenced maternity leave before 11/09/2023 should refer to the previous [maternity leave policy](#) for details of the University's maternity leave provision.
- 4.2 There is no additional payment for a multiple birth (such as twins).

Employee has less than 26 weeks continuous service at the 15th week before the Expected Week Childbirth (EWC) stated on the MATB1 certificate (also known as a maternity certificate)

- You will not be entitled to Statutory Maternity Pay (SMP).
- You may be eligible for [Maternity Allowance](#) through the Department of Work and Pensions, for which you will need to complete a form SMP1. You should contact [Pay and Pensions](#) which will forward this form to you and you should claim any allowances from the Department for Work and Pensions directly.

Employee has 26 weeks continuous service at the 15th week before the EWC

You will be entitled to the University's enhanced maternity pay package. Currently this is calculated as follows:

- 22 weeks of full salary and;
- 17 weeks of SMP or 90% of your gross average weekly earnings if this is less than the SMP rate per week;
- the remaining 13 weeks will be unpaid.

5. Procedures

- 5.1 The procedures are intended to ensure that individuals take an adequate amount of leave around their pregnancy and provide key information to expectant mothers so they can plan and manage their maternity leave to best suit their needs. The University must be given sufficient notice of maternity leave so unnecessary disruption can be avoided, as explained in [5.2.2](#). It is encouraged that employees and line managers use the [Family Leave Checklist](#) to ensure that they can plan effectively for a period of family leave.

5.2 Before the start of maternity leave

5.2.1 Maternity leave planner

- The [maternity leave planner](#) has been developed to support expectant mothers plan their maternity leave and identify key dates and deadlines before and during their leave. Employees are encouraged to use this tool prior to submitting their maternity leave notification form. The planner is a guidance tool, it does not ask for nor store any personal data. **Please note:** VPN is required for access.

5.2.2 Notifying the University

- Employees should notify their line manager of their pregnancy using the maternity leave notification form which is located in [HR Self-Service](#) (under My Forms). **This must be submitted prior to the end of the 15th week before the baby is due at the latest.**

The line manager will submit the form to [HR Support](#), which will instruct them to confirm the maternity leave dates to the employee in writing (within 28 days of notification of the pregnancy).

Note: Wherever possible, it is encouraged that employees inform their line manager of their intention to take family leave as early as practicable in order to provide appropriate time for the line manager to organise and plan how they will cover the workload during the period of leave.

5.2.3 Risk Assessment

- In line with Environmental Health and Safety Services (EHSS) guidance, the employee should enrol on the **Expectant and New Mothers online training course** and complete the accompanying **Expectant and New Mothers Risk Assessment**. A link to the EssentialSkillz system can be found on the [EHSS training webpage](#) under “Pregnancy and New Mothers”.

Note: The course and assessment can be found in the “Training Library” under the heading “ESSENTIALSKILLZ”. The course is number 12 and the assessment is number 13.

- Employees must download the completed risk assessment and share this with their line manager. Where there are any concerns raised/risks identified, actions should be discussed and agreed. Depending on circumstances, risk assessments may have to be reviewed periodically during the pregnancy to ensure that agreed actions remain fit for purpose. In addition, on the return from maternity leave, the employee has an obligation to complete the training and risk assessment again to ensure the risk assessment is up to date.
- If there are actions that need additional support to administer, the line manager should escalate these to the School/Unit safety coordinator. The [EHSS team](#) remain available as a point of contact for assistance, escalation or to provide advice as needed.

5.2.4 MATB1

- The employee will normally receive a MATB1 (also known as a maternity certificate) from their GP or midwife around the 20th week of pregnancy. A copy of this must be submitted to Human Resources via [HR Self-Service](#) (under My Forms), as this is necessary to enable/process the maternity pay.

5.2.5 Time off for antenatal appointments

- Employees who are pregnant are entitled to take reasonable paid time off to attend antenatal appointments (made on the advice of a medical practitioner, registered health visitor or registered midwife). An employee whose partner or spouse is pregnant is entitled to attend up to two antenatal appointments at full pay.
- With the exception of the first appointment, the employee’s line manager reserves the right to ask to see the appointment notification.
- Employees must endeavour to give as much notice as possible to their line manager when requesting time off to attend such appointments.

5.3 Going on maternity leave

- 5.3.1 Maternity leave can start at any time from the 11th week before the Expected Week of Childbirth (EWC). Any requests to change the maternity leave start date should be requested at least 8 weeks before the intended maternity start date.
- 5.3.2 If an employee is absent from work within 4 weeks of the EWC and the absence is wholly or partly pregnancy related, the maternity leave will start automatically from this date.
- 5.3.3 If the baby arrives earlier than the planned maternity leave start date then maternity leave will automatically commence the day after the birth. Employees must notify [HR Support](#) as soon as is reasonably practical to allow the maternity leave start date to be changed.

5.4 Pension contributions

- 5.4.1 During the full pay period of maternity leave (1 to 22 weeks), pension contributions will be maintained. From week 23 to 39, when only SMP is applicable, the rules of each pension scheme vary and therefore the employee should contact the [Pension Administrator](#) for details of pension contributions during this period of leave. Once week 40 is reached, and unpaid maternity leave begins, pension contributions will cease.
- 5.4.2 When the employee returns to work, the Pension Administrator will contact them to offer the choice of continuing pension contributions during the unpaid maternity leave. If the employee chooses to maintain their contributions during this period, the University will also uphold its employer contributions for the same duration. These contributions can be deducted from the employee's salary as a one-time payment or over an agreed reasonable period. Note: This only relates to employees in USS and S&LAS pension schemes.
- 5.4.3 Employees can contact the [Pensions Administrator](#) directly should they have any questions.

5.5 Neonatal Care Leave "NCL"

- 5.5.1 The University has introduced support for parents of babies who require neonatal care (for at least 7 consecutive days) before the baby reaches 28 days of life. Employees will be entitled to an additional period of leave to add to the end of their maternity if they meet the neonatal care definition outlined in the [Neonatal Care Leave Policy](#).
- 5.5.2 Employees who were entitled to enhanced maternity leave will be entitled to take NCL on full pay¹, equivalent to the number of days the baby received neonatal care providing the care lasted at least 7 consecutive days. The leave is capped at 12 weeks. Employees who do not meet the eligibility criteria can take this leave as unpaid.
- 5.5.3 Employees should notify their line manager if their baby has been admitted into neonatal care (for at least 7 consecutive days). Once the baby has been discharged from neonatal care, the employee should confirm this with their line manager.
- 5.5.4 The line manager must inform [HR Support](#) of the start and end date of the neonatal care so that they can record this and discuss this with the employee prior to their return to work.

¹ **Note:** NCL is prorated to the contracted weekly hours of work and payment will be based on the normal rate of pay (e.g. if the employee normally works 21.75 hours per week, and the baby received neonatal care for 1 calendar week/7 days, the employee would be eligible to take 21.75 hours of neonatal care leave at their normal rate of pay).

5.2.5 More information on NCL can be read in the policy.

5.6 Returning to work

- 5.6.1 Notice of the return to work date is not required unless the employee wants to return prior to or later than the date stated on their maternity leave notification form. If there is a request to change the return to work date, the employee must inform their line manager and [HR Support](#), at least 8 weeks before the intended return date, via email confirming the new return date.
- 5.6.2 The employee will receive a letter from HR approximately 10 weeks prior to the end of the maternity leave confirming the expected date of return to work. Employees should ensure that they respond to this letter to confirm that they are intending to return to work on the date confirmed in the letter, or whether they intend to take annual leave (and, if relevant neonatal care leave) directly after their maternity leave.
- 5.6.3 Employees will normally return to their original job after maternity leave. In some cases, a return to their original job may not be possible, if for example, the department has restructured. If this happens, the employee will be guaranteed to return to a post of a similar grade. In all cases, the employee's return to work will be without loss of seniority or status.
- 5.6.4 Employees are required to complete the online training and risk assessment as outlined in section [5.2.3](#).
- 5.6.5 Further information for employees can be found on the [Maternity Leave webpage](#).

6. Keeping in touch

- 6.1 The line manager, or equivalent other e.g. Head of School/Unit may want to make reasonable contact with the employee during their maternity leave. Reasonable contact will vary according to individual circumstances and should be agreed between both the employee and the line manager (or equivalent) prior to going on maternity leave.
- 6.2 Employees can work for up to 10 days, by mutual agreement, during a period of maternity leave without it impacting on maternity leave or affecting the employee's right to statutory maternity pay. The idea behind this is to allow employees to keep in touch with colleagues and the School/unit during maternity leave. Keeping in Touch Days (KIT days) can be used for undertaking normal contractual duties or for other work requirements such as, attendance at a scheduled conference, training, team meetings, away days, or performance/development reviews.
- 6.3 The days do not have to be worked consecutively and the employee will be paid at their normal rate of pay or the appropriate rate for the work undertaken on these days. Alternatively, the employee can take time off in lieu. Working for part of a day will use up one KIT day. Employees will only be paid for the hours worked and these must be agreed in advance with the line manager.
- 6.4 KIT days do not extend the maternity pay periods in any way.
- 6.5 Employees will receive the normal hourly/salary rate for the hours worked. This payment will be inclusive of any maternity pay (including Statutory Maternity Pay) the employee is receiving when the KIT days are worked. Payment for KIT days will not exceed the normal

payment for the pay/hours worked. Therefore, if an employee uses a KIT day during the full pay period, no additional payment will be made. If an employee uses a KIT day during the Statutory Maternity Pay period, the pay will be increased to their normal rate of pay for the hours worked (inclusive of SMP). If an employee uses a KIT day during the unpaid period of maternity leave, or the employee does not qualify for maternity pay, their normal rate of pay for the hours worked will be processed.

- 6.6 Once a KIT day has been completed, the employee will be required to complete a KIT form which is located in [HR Self-Service](#) (under My Forms). Once completed, they must submit the form which will be sent to the line manager for authorisation. The line manager will submit the form to [Pay and Pensions](#), which will instruct them to process the payment. Payment will be made on the first pay date after Pay and Pensions receive the form; provided it is received by the relevant salary [cut off date](#).
- 6.7 KIT days are optional, and the University has no right to force anyone to work a KIT day. KIT days may be undertaken at any stage during maternity leave, except during the two weeks compulsory maternity leave period or during any annual leave period that is used directly after maternity leave.

7. Health and safety

- 7.1 The workplace must be assessed for risk while an employee is pregnant, within 6 months of the birth (if an employee returns to work by then) and for as long as an employee continues to breast feed.
- 7.2 Both the University and the employee have an obligation to ensure that work is not carried out in an unsafe environment during the pregnancy. This is particularly important where the employee may be near complex apparatus, chemicals etc.
- 7.3 In line with Environmental Health and Safety Services (EHSS) guidance, the employee should complete the **Expectant and New Mothers online training course**, the accompanying **Expectant and New Mothers Risk Assessment** and follow the instructions as outlined in section [5.2.3](#).
- 7.4 If unacceptable risks are identified, the University will take all reasonable measures to alleviate the problem. This may include restricting the range of duties or transferring the employee to a different workplace or job. Where none of these measures are practicable, the University reserves the right to suspend the employee from duties on full pay as long as the risk remains.

8. Support

- 8.1 Any questions employees have about matters raised in this policy should be raised with their [HRBP](#). Any work-related issues should be addressed directly with their line manager. In addition, employees and line managers can access further information about maternity leave on the [Maternity Leave webpage](#).
- 8.2 Further internal support can be found in [Appendix A](#).

9. Version control

9.1 This document will be reviewed periodically in conjunction with the University's recognised Trade Unions. Any feedback on the policy content should be directed in the first instance to the [HRBP team](#) or via the [HR Feedback Form](#).

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart, Human Resources	12/06/2019
1.1	Minor change to Appendix A.	Published	Lisa Stewart HR	05/03/2020
1.2	Change to review date	Published	Lisa Stewart HR	04/02/2021
1.3	Minor review of the policy: change to KIT wording, new maternity leave calculator & maternity webpage/FAQs.	Published	Lynsey Rattray HR	09/07/2021
1.4	Minor change to wording at 2.4	Published	Lisa Stewart HR	15/12/2021
1.5	New section (3): Miscarriage, stillbirth & neonatal death. External support section added (Appendix B)	Published	Lisa Stewart HR	23/02/2022
1.6	Update to wording at 5.2.3 to reflect correct risk assessment process.	Published	Lisa Stewart HR	18/08/2022
1.7	Change to wording from "maternity leave calculator" to "maternity leave planner".	Published	Lisa Stewart HR	24/05/2023
2.0	<ul style="list-style-type: none"> Increase to occupational maternity pay provision. Pilot the removal to return to work after maternity leave in order to be eligible for the enhanced pay Introduction to neonatal care leave "NCL". 	Published	Lisa Stewart HR	11/09/2023

2.1	New section added to document what happens to employee pension contributions during unpaid leave.	Published	Lisa Stewart HR	31/01/2024
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Appendix A: Internal support

Name of Department	Contact details	Service provided
Chaplaincy	https://www.st-andrews.ac.uk/chaplaincy/ chaplaincy@st-andrews.ac.uk 01334 462866 or 462492	Offers pastoral care and support for any employee, regardless of religion or belief (including non-belief). This includes sympathetic, confidential listening and a safe place to talk to someone about any issues affecting health and wellbeing.
Environment, Health & Safety Services (EHSS)	https://www.st-andrews.ac.uk/ehss/ 01334 462742 (Head of EHSS)	The EHSS team provides advice on all aspects of accident prevention and risk management. The Head of EHSS is Hugh Graham.
Equality Diversity & Inclusion (EDI)	https://www.st-andrews.ac.uk/hr/edi/ diversity@st-andrews.ac.uk 01334 461649	Provides support to members of the University community (staff, students, visitors) on EDI, in liaison with the HR Business Partner or Student Services as appropriate.
Human Resources	https://www.st-andrews.ac.uk/hr/ hr.general@st-andrews.ac.uk (general email enquiries) 01334 463096	Provides support to employees of University of St Andrews. <ul style="list-style-type: none"> • HR web and policy page • Dedicated HR Business Partner team for each School and Unit
Occupational Health	https://www.st-andrews.ac.uk/ehss/occupationalhealth/ 01334 462750 occhealth@st-andrews.ac.uk	Employees can refer themselves to OH for confidential health advice at any time. <ul style="list-style-type: none"> • One-to-one consultation/appointments • Expert support and advice provided • Recommended adjustments to support the employee • Partnership with external health practitioners i.e. counselling services and CBT.
OSDS	https://www.st-andrews.ac.uk/osds/ 01334 467198 Email: osds@st-andrews.ac.uk	Organisational and Staff Development Services (OSDS), formerly part of CAPOD, is the University's central provider of professional development for all University staff and is also responsible for a wide range of organisational development projects and initiatives.
Trade Union Representatives	https://www.st-andrews.ac.uk/staff/wellbeing/workplace-wellbeing/	Trade union representatives are trained to deal and support employees with any workplace related matters of concern.

Appendix B: External support

Name of Organisation	Contact details	Service provided
At a Loss	https://www.ataloss.org/ To talk to a Counsellor online: https://www.ataloss.org/live-chat Email: office@ataloss.org	UK's signposting website for anyone bereaved (including pregnancy) and those supporting them.
Bliss	https://www.bliss.org.uk/ Do you need emotional support, information or have a question about your neonatal journey? Our team is here to help you whatever stage you are at. You are not alone. Email us at hello@bliss.org.uk Tel: 020 7378 1122	We're here to support parents and families of premature or sick babies.
Child Bereavement UK	https://www.childbereavementuk.org/ Phone: 0800 028 8840 Email: helpline@childbereavementuk.org	Child Bereavement UK helps children, parents and families to rebuild their lives when a child grieves or when a child dies. We support children and young people up to the age of 25 who are facing bereavement, and anyone affected by the death of a child of any age.
Cruse Scotland	https://www.crusescotland.org.uk/how-can-we-help/ 0808 802 6161	Cruse Scotland is the nation's expert in bereavement counselling, listening services, information, advice and training. We aim to create a compassionate country where grief is properly discussed, understood and supported.
Miscarriage support	https://www.miscarriagesupport.org.uk/ Phone: 0141 552 5070 Email: info@miscarriagesupport.org.uk	Provides counselling for women and couples in Scotland who have suffered miscarriage, stillbirth or neonatal loss.
Sands	https://www.sands.org.uk/ Phone: 0808 164 3332 Email: helpline@sands.org.uk Free bereavement support pack: https://www.sands.org.uk/support/bereavement-support	Sands supports anyone who has been affected by the death of a baby before, during or shortly after birth. Some of the services that they offer include a free national helpline and a bereavement support app for parents, families, carers and health

	<p>Find a local support group: https://www.sands.org.uk/support-you/how-we-offer-support/sands-groups</p> <p>Join the online community: https://sands.community/login</p> <p>Download the Sands Bereavement Support App: https://www.sands.org.uk/about-sands/sands-bereavement-support-app</p>	<p>professionals; a UK-wide network of support groups with trained befrienders; an online forum enabling bereaved families to connect with each other and a wide range of bereavement support resources available online and in print.</p>
Scottish Cot Death Trust	<p>https://scottishcotdeathtrust.org/</p> <p>Phone: 0141 357 3946 Email: contact@scottishcotdeathtrust.org</p>	<p>The Scottish Cot Death Trust is the only charity in Scotland dedicated to the issue of sudden unexpected death in babies and young children and trying to find the answers through funding research.</p> <p>The Scottish Cot Death Trust provides a wide range of support for anyone affected by a sudden unexpected death in infancy (SUDI).</p>
The Compassionate Friends	<p>https://www.tcf.org.uk/support-parent/</p> <p>Phone: 0345 123 2304 Email: helpline@tcf.org.uk</p>	<p>The Compassionate Friends (TCF) is a charitable organisation of bereaved parents, siblings and grandparents dedicated to the support and care of other similarly bereaved family members who have suffered the death of a child or children of any age and from any cause.</p>
4louis	<p>https://4louis.co.uk/</p> <p>Phone: 0191 514 4473 Email: mail@4louis.co.uk</p>	<p>4Louis is a UK charity that works across the country to support anyone affected by miscarriage, stillbirth and the death of a baby or child. We also work to improve the care bereaved families receive from health care and other professionals.</p>