

# MATERNITY FACTSHEET

## for employers

### Notice



- Include in your policy when employees have to notify you of their pregnancy. This must be at least **15 weeks** before the baby is due.
- The employee will need to provide the MAT B1 certificate to provide proof of their pregnancy.
- Your employee can start their maternity leave whenever they choose, providing this is not earlier than the beginning of the 11th week before the expected week of birth.

- Employees are entitled up to **52 weeks of maternity leave**.
- Once you have been informed of the pregnancy by the employee, you have **28 days** to reply to the employee in writing stating their expected date of return.
- If the employee wishes to change their return date, they must provide **8 weeks notice**.
- Your policy must detail the employee's rights once they have returned to work.
- If an employee returns **before 26 weeks** of maternity leave, they are entitled to return to their previous job. If they return **between 26 and 52 weeks**, they are still entitled to their previous job, but if this is not possible, they must be offered a similar job.
- Employees can work for up to **10 days during maternity leave (known as Keeping in Touch days)**. Your policy should detail how this impacts on their leave and pay.

### Duration



### Pay



- Under the statutory scheme, employees may be eligible for up to **39 weeks Statutory Maternity Pay**. If they do not meet the requirements, they may be entitled to **39 weeks of Statutory Maternity Allowance** - paid by the government.
- The first 6 weeks is paid at 90% of average weekly earnings and the remaining 33 weeks will be paid at the rate set by the government each tax year.
- As an employer, you can choose to be more generous and offer **enhanced maternity pay**. You may stipulate certain criteria for eligibility for any enhanced pay.

- You should outline in you policy that you will take all necessary steps to **decrease and eliminate any risks** that impact the health of a pregnant employee, new mother or the baby.
- This may involve changing the employee's **working conditions** or **hours**, offering them suitable **alternative work** or even suspending them from their work duties with full pay.

### Health & Safety

### Antenatal Appointments



- Your policy should include a provision regarding employee's right to take a reasonable amount of paid time off during workingtime to **attend antenatal appointments**.
- It should be outlined how the employee may exercise this right, for example, by notifying their line manager of the appointment's date and time.
- Fathers and partners of pregnant women are entitled to unpaid time off to attend two (max 6.5 hours each) ante-natal appointments.