

Maternity Policy

What is its purpose?

This purpose outlines ted Learning Group's maternity arrangements and application procedures so support employees to prepare for their absence and make decisions about their future.

Why is it important to us?

ted Learning Group are committed to ensuring all employees are treated fairly and are free from discrimination at work. This policy ensures the correct processes are in place.

Why is it important to our clients and learners?

This policy provides assurance to our clients and learners that we treat our employees fairly and consistently.

Who within the organisation does it apply to?

All pregnant ted Learning Group employees.

When will it be effective from?

January 2020

What are our responsibilities and accountabilities?

The statutory right to maternity leave and pay are contained in various employment-related legislation and ted Learning Group will fully comply with these rules. Some main provisions of the statutory entitlements are summarised below. In the case of any discrepancy between the provisions below and the statutory provisions, the statutory provisions will apply. [This policy is not intended to give you any rights different from those laid down in relevant legislation.]

Some provisions are dependent upon the employee having 26 weeks continuous service by the end of the Qualifying Week. The Qualifying Week is the 15th week before the expected week of childbirth (EWC).

The pregnancy should normally result in a live birth to be eligible for maternity benefits, however the provisions of this policy will also apply in the event of a miscarriage or stillbirth after 24 weeks of pregnancy.

In order to access the provisions outlined in this policy, employees must meet the formal requirements set out below and are therefore encouraged to inform their line manager of their pregnancy in writing at an early stage - no later than the end of the Qualifying Week, or as soon as reasonably practicable thereafter. ted Learning Group should be given at least 28 days' notice of the date on which SMP is to be payable. ted Learning Group will then confirm the entitlement to maternity leave and pay and in particular will specify the date on which the maternity leave is due to end.

Antenatal care

Pregnant employees have a statutory right to a reasonable amount of paid time off work to attend antenatal appointments (not limited to medical appointments – this can also include parenting or antenatal classes if recommended by a doctor or midwife) once they have



informed ted Learning Group of their pregnancy. Prior authorisation to attend antenatal appointments must be obtained from your line manager using our HR platform. ted Learning may request evidence of the appointment and your pregnancy (usually a MATB1 certificate). As outlined in the Paternity Leave Policy, other employees who meet the qualifying conditions and who are in a qualifying relationship with a pregnant woman have a statutory right, upon request to their line manager, to take unpaid time off work to accompany that person on up to two antenatal appointments.

Maternity leave

Pregnant employees have a statutory entitlement to up to 26 weeks Ordinary Maternity Leave (OML) and up to a further 26 weeks Additional Maternity Leave (AML), irrespective of length of service. AML starts immediately after the end of OML. These periods are collectively called Statutory Maternity Leave (SML).

Pregnant employees must, as a minimum, take Compulsory Maternity Leave (CML), which is a two-week period from the birth of the child.

Pregnant employees may choose when to start leave but this must not be before the 11th week before the EWC and can be no later than the actual date of birth. Pregnant employees may change the intended start date of maternity leave by giving 28 days' notice in writing or as soon as reasonably practicable thereafter.

If earlier than the intended start date, Maternity leave will automatically commence on the day after the birth. Also, Maternity Leave will automatically start on the day after you are absent from work due to a pregnancy-related reason during the four-week period prior to the EWC (unless ted Learning Group agrees to delay the start date).

Employees will have the benefit of, and continue to be bound by, all normal terms and conditions of employment, except pay, throughout the Statutory Maternity Leave period. Employees will continue to accrue annual leave entitlement and can take this before or after the SML period by following the usual holiday request procedure.

Maternity pay

During the Statutory Maternity Leave period, employees maybe eligible to receive Statutory Maternity Pay (SMP). SMP is normally payable to employees who have at least 26 weeks' service by the end of Qualifying Week and have provided to their employer their MATB1 certificate.

SMP is payable for up to 39 weeks. The first 6 weeks is paid at an earnings-related rate, equivalent to 90% of the employee's average weekly earnings. The remainder is paid at a prescribed rate set by Government.

SMP is subject to income tax and national insurance deductions and will be paid to eligible employees by ted Learning Group. Employees who do not qualify for SMP will be notified and may instead qualify for a Maternity Allowance from the Department for Work and Pensions.

Returning to work

If employees wish to return to work at the end of the SML period, there is no requirement to give ted Learning Group notice of return, and employees are expected to return to work on the date Maternity Leave ends as confirmed previously by ted Learning Group.

However, if employees wish to return to work earlier than the official end of maternity leave, 8 weeks' notice in writing must be given to ted Learning Group. We may postpone the return date if insufficient notice is given.

Employees will normally be entitled to return to work in the same capacity in which they were employed immediately before taking SML. However, there may be circumstances when this is not reasonably practicable, in which case ted Learning Group may offer a return to work in a suitable alternative position but on terms and conditions which are no less favourable. If this is necessary, ted Learning will consult fully with you. If employees do not wish to return



to work following SML, you should give ted Learning Group notice in accordance with the terms of employment.

Keeping in Touch Days (KIT)

Employees can work up to 10 days during their maternity, adoption or additional paternity leave. These days are called 'keeping in touch days'. Keeping in touch days are optional - both the employee and ted Learning Group need to agree to them.

The type of work and pay employees get should be agreed before completion of any work. The employee's right to maternity, adoption or additional paternity leave and pay isn't affected by working on keeping in touch days.

KIT days cannot be undertaken in the 2 weeks immediately following the birth of the child. ted Learning Group will keep in reasonable contact with employees during the SML period, keeping them informed of any relevant information.

Any terms, acronyms or abbreviations used within the policy that require explanation:

EWC – Expected week of childbirth

OML – Ordinary Maternity leave

AML – Additional Maternity leave

SML – Statutory Maternity leave

CML – Compulsory Maternity leave

KIT – Keeping In Touch days

Sources of further knowledge to support understanding and personal development

<https://www.gov.uk/browse/childcare-parenting/pregnancy-birth>

Related documents and procedures

ted Learning Group Paternity Policy

ted Learning Group Shared Parental Leave Policy

ted Learning Group Parental Leave Policy

Governance

The ted Learning Group Board have overall responsibility for the implementation of this policy.

Impact and effectiveness

The Group People & Learning Director is responsible for the management and monitoring of effectiveness of this policy.