

Bow Lane Pre-school

The Safeguarding and Welfare Requirements: Information and Records

10.14 Maternity Policy

Purpose and Scope

This Procedure applies to pregnant employees and new mothers.

Procedure

The following notice periods must be complied with in order to safeguard employment rights.

You must notify a Manager in writing by the 15th week before the EWC (expected week of confinement) of the following:

- That you are pregnant
- The Expected Week of Confinement (EWC)
- The date on which you wish to start your maternity leave.

You should provide a Manager with the MATB1 form issued to you by your midwife.

Within 28 days the Company will respond to you in writing to confirm your date of return to work. You can change the date you wish to return to work by giving 8 weeks written notice to the Company.

Ante-Natal Care

You are entitled to paid time off to attend antenatal appointments during your working hours. In order to receive payment an appointment card must be produced confirming the appointment and you will be expected to return to work after your appointment wherever possible.

Statutory Maternity Leave

Statutory Maternity Leave is made up of Ordinary Maternity Leave and Additional Maternity Leave. You are entitled to 52 weeks statutory maternity leave and have the right to return to your old job.

The first 26 weeks of maternity leave is known as Ordinary Maternity Leave (OML).

These rights apply regardless of your length of service or the number of hours you work.

If you work full time you have the right to return full time and the right to request to return part time. You do not have the right to return part time.

The Company will discuss any request to return part time with you and where possible will offer part time work. Requests should be made in writing and as much notice as possible should be given.

You can start ordinary maternity leave at any time from the 11th week prior to the expected week of confinement (EWC).

Additional Maternity Leave (AML)

Additional Maternity Leave (AML) is the second 26 weeks of maternity leave. Since 1st October 2008 mothers accrue contractual holiday entitlement during ordinary and additional maternity leave.

Returning to Work

If you take your full entitlement to maternity leave your return date will be the date previously notified to you in writing by the Company. If you wish to return early you must give 8 weeks' notice in writing to the Company with your new return date.

Statutory Maternity Pay

To qualify for Statutory Maternity Pay (SMP) you must have 26 weeks continuous service at the end of the 15th weeks before the EWC.

Rates for the flat rate of SMP change annually. You should contact a Manager if you are unsure as to the current rate of Statutory Maternity Pay.

The following will apply:

- 6 weeks at 90% of normal weekly earnings over a reference period of 8 weeks immediately before the calculation date,
- 33 weeks at the flat rate of SMP
- If you don't qualify for SMP you may qualify to receive Maternity Allowance from the Benefits Agency.

Sickness Absence during Pregnancy

If you are absent from work because of a pregnancy related illness or reason during the 4 weeks before your EWC your ordinary maternity leave begins on your first day of absence. If the pregnancy related absence begins before the fourth week prior to the EWC your ordinary maternity leave starts on the fourth week.

Working during Maternity Leave

Since 1st April 2007 employees who work for the employer during their maternity leave to facilitate training or keeping in touch do not lose any Statutory Maternity Pay.

The maximum number of days an employee receiving maternity pay can attend work is believed to be 10 days in the SMP period.

For the purposes of the regulations any work carried out in a day counts a 1 day's work.

Days can only be worked with the expressed permission of the Company. Should the Company wish the employee to work a Keeping in Touch Day, contact will be made with the employee on leave and they will be asked if they are able to attend. Similarly, should an employee on maternity leave feel able to attend work for a Keeping In Touch Day, the employee should discuss this with a Manager.

This policy was adopted at a meeting of

Bow Lane Pre-school

Held on

6th September 2025 (date)

Date to be reviewed

6th September 2026 (date)

Signed on behalf of Bow lane

Pre-school

Name of signatory

Zoe Pearson

Role of signatory

Owner