



# Maternity Policy

Approval: September 2017

Review: September 2020

## **1. Introduction**

This policy is intended to guide you through the maternity leave process. It clearly explains the steps you will need to take at the various stages of your pregnancy and gives details of your rights and the benefits to which you are entitled whilst you are pregnant and following childbirth.

## **2. Scope**

- a) This policy applies to the birth mother of a child
- b) For the purposes of this policy, a week can begin on any day.
- c) The week that your baby is expected is referred to in this policy as the expected week of childbirth or 'EWC'.
- d) An important date for the purposes of determining your entitlement to maternity leave and statutory maternity pay is the 15<sup>th</sup> week before your EWC. This is referred in this policy as the 'Qualifying Week'.

## **3. Time off for antenatal care**

You are entitled to take reasonable time off during normal working hours to receive antenatal care, although wherever possible you should arrange appointments at the start or end of your working day. Antenatal care includes appointments with your GP, hospital clinics and any other appointments made on the advice of a doctor, midwife or health visitor. Shift workers should make every effort to take their appointments outside of their working day.

You must ensure that your Line Manager is given as much notice as possible of the date and time of your appointment. You may be asked to produce your appointment card. There will be no deduction from salary for attendance at authorised antenatal appointments.

## **4. Health and Safety**

Wales Weightlifting Federation Ltd will carry out an assessment of the risks to all pregnant employees, new mothers and breast feeding mothers who work for Weightlifting Wales.

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You should advise your line manager as soon as possible that you are pregnant, have given birth in the last six months, or are breast feeding, to allow adequate protection to be provided to you.

If your job is identified as carrying any risk for you or your unborn child, you will be notified immediately and arrangements will be made to remove you from those risks. This may mean that your working conditions are altered or that you are offered another more suitable job for the duration of

your pregnancy. If neither of these options is possible, Wales Weightlifting Federation Ltd is obliged to suspend you on full pay until you are no longer at risk.

If you have any concerns about your own health and safety at any time you should speak to your line manager immediately.

## 5. Maternity Leave

### ***Ordinary Maternity Leave:***

You are entitled to a 26-week period of Ordinary Maternity Leave irrespective of your length of service or the number of hours you work each week.

### ***Additional Maternity Leave:***

You are entitled to take an additional period of maternity leave of a further 26 weeks commencing immediately following ordinary maternity leave (52 weeks in total).

### ***When does maternity leave begin?***

You can start your maternity leave at any time after the start of the 11th week before the expected week of the birth of your child.

The only exceptions to this are:

- a) if you are absent for a pregnancy-related reason at any time after the start of the 4<sup>th</sup> week before your child is due, then your maternity leave will start on the first day after your absence;
- b) If your child is born before you intended to start your maternity leave, your maternity leave starts on the day after your child is born.

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If you do decide to work after the start of the 4th week before your child is due, in the interests of your own health and safety, you should obtain your doctor's confirmation of continuing fitness for work. A doctor's certificate confirming this should be submitted to the Sport Manager.

## 6. Notification Requirements

### ***Before your maternity leave begins:***

6.1 By the end of the 15<sup>th</sup> week before the expected week of childbirth or, if this is not possible, as soon as you can, you must notify Wales Weightlifting Federation Ltd in writing that you are

pregnant, the date on which you want your maternity leave to start and the week in which your child is due.

6.2 You should also enclose a Form MAT B1 signed by your doctor. Within 28 days of receipt of this notice Weightlifting Wales will write to you to confirm your leave entitlement and identify the date by which you must return to work.

6.3 If maternity leave has not started at the time your child is born, it will start on that date. In such circumstances, you must notify Weightlifting Wales as soon as you can of the birth.

6.4 Once the end of 15<sup>th</sup> week notice is given you may only vary the start date of your maternity leave by giving 28 days' notice.

### ***Returning from maternity leave:***

6.5 You must give Wales Weightlifting Federation Ltd eight weeks advance notice of the date on which you want to return. More notice would be helpful if possible. If you do not give the required notice, Wales Weightlifting Wales Federation Ltd may postpone your return so that they have received eight weeks' notice.

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- 6.6 You will not be allowed to return to work within two weeks immediately after the birth of your child.
- 6.7 You will be treated as having resigned if you inform Wales Weightlifting Federation Ltd in writing that you do not intend to return to work.

***Extending maternity leave on medical grounds:***

- 6.8 If you are too ill to return to work at the end of your maternity leave period the normal rules on sick leave will apply. Please let Wales Weightlifting Federation Ltd know of your situation as soon as possible so that your absence may be treated appropriately.
- 6.9 The period of 52 weeks may be extended by up to 4 weeks, if the employee sends Wales Weightlifting Federation Ltd, before the due date, a medical certificate of incapacity.

**7. Statutory Maternity Pay (SMP)**

You are entitled to SMP if you have at least 26 weeks' service with Weightlifting Wales by the end of the 15<sup>th</sup> week before your expected week of childbirth. It is payable whether or not you intend to return to work and is not repayable if you do not return to work.

SMP is based on your qualifying average weekly earnings (basic pay) over the eight weeks up to and including the last pay day before the end of the 15<sup>th</sup> week before the baby is due. SMP is subject to deductions for tax and National Insurance Contributions. SMP rates are as follows:

- 90% of your qualifying average weekly earnings for the first six weeks of your SMP period and;
- the current lower flat rate per week thereafter while you remain on maternity leave up to a maximum of 33 weeks (or 90% of earnings for the full 39 weeks if your average weekly earnings are less than the current lower flat rate) SMP rates are available from [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

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If you return to work before the 39 weeks' statutory, maternity pay has been used up, these payments will stop.

## 8. Maternity Allowance

If you do not have 26 weeks' service at the 15<sup>th</sup> week before the expected week of childbirth, or earn below the lower earning limit, you may not qualify for SMP and should claim Maternity Allowance. Maternity Allowance is not paid by Weightlifting Wales but by the Department for Work and Pensions (DWP). For further advice on the Maternity Allowance, please contact your local Department for Work and Pensions' office.

## 9. Occupational Maternity Pay (OMP):

[Insert details of occupational maternity pay if NGB pays above statutory minimum]

## 10. Contractual Benefits

When you are absent on Ordinary and Additional Maternity Leave, providing you have given the required notice as detailed above, you will be entitled to the following:

- To continue to accrue [statutory / contractual] annual leave entitlement which may be taken within 12 months of your return to work.
- Other contractual benefits will also be continued.
- You will continue to be covered by any death-in-service benefit.

During Ordinary and Additional Maternity Leave, you are required to comply with all of Wales Weightlifting Federation Ltd's terms and conditions of employment and remain subject to Wales Weightlifting Federation Ltd's rules, policies and procedures during your absence.

### ***Continuity of employment:***

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For both statutory and contractual purposes, continuity of employment is not broken by Ordinary or Additional Maternity Leave. This means that the full period of maternity leave counts for calculating continuous employment for statutory and contractual purposes.

***Pension:***

Your absence during OML and AML will be treated as pensionable service. If applicable, during the OML Wales Weightlifting Federation Ltd will continue to make contributions to your pension scheme, calculated on the remuneration you would have been receiving if working normally. Your personal contributions to the scheme will be based on the amount of pay, if any, you actually receive during your maternity leave and not on your normal salary. You may choose to continue employee contributions to the pension scheme during the AML if you wish or make payments to the scheme upon your return to work.

If you take Additional Maternity Leave, your pension contributions, both personal and from Wales Weightlifting Federation Ltd, will automatically cease during the unpaid period. However, subject to Inland Revenue limits, you may continue to make employee contributions to your pension if you wish.

## **11. Keeping in touch**

During maternity leave, we anticipate staying in touch with you so that we can keep you aware of developments in Wales Weightlifting Federation Ltd. Similarly, please feel free to contact your Manager at any time.

During your maternity leave, you may be asked to consider coming into work for the purpose of undertaking some work, training or attending meetings. You are allowed to do this for a maximum of up to 10 days without losing your right to maternity leave or statutory maternity pay. For this

purpose, a part day worked counts as a whole day. Please note that you are entitled to refuse any request to work.

## **12. Flexible Working**

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Wales Weightlifting Federation Ltd recognises that you may wish to work flexibly on your return to work from your maternity leave, or that you may wish to arrange some sort of phased return. Please see Wales Weightlifting Federation Ltd's Flexible Working Policy for more information about this.

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**APPENDIX 1 - NOTIFICATION OF MATERNITY LEAVE**

**NAME:**

**NI NUMBER:**

Please accept this form as confirmation of my pregnancy and intention to take maternity leave.

- My expected week of childbirth is : \_\_\_\_\_
- I attach the certificate Form MATB1 from my doctor / midwife, which confirms my expected week of childbirth.
- I **will have / will not have** (delete as appropriate) at least 26 weeks continuous service as at the end of the 15<sup>th</sup> week before my expected week of childbirth.

- I intend to commence my maternity leave on \_\_\_\_\_. I understand that if I wish to change this date, I must give written notice of the new start date no later than 28 days before the earlier of the new start date or the original date notified. You can commence your maternity leave at any time during the 11 weeks up to your expected week of childbirth.
- I wish / do not wish (delete as appropriate) to claim Statutory Maternity Pay.

I understand that I qualify for 52 weeks' leave and that Wales Weightlifting Federation Ltd will assume that I do not intend to return from work until the end of this leave period unless I confirm in writing that I intend to return earlier. I understand that I must give this notice at least 8 weeks before the date I intend to return.

**In signing this form you verify that the information given is correct.**

**Signed :** \_\_\_\_\_

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**Dated :** \_\_\_\_\_

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