

HUMAN RESOURCES & PERFORMANCE



MATERNITY POLICY, PROCESS and GUIDANCE

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APPROVED AT MEETING, ONDATE.....

MATERNITY POLICY

1. Policy

- 1.1 This policy is based on Employment Law and local government national conditions of service.

The policy confirms that a pregnant employee has the right to a period of absence from work to cover the birth and early care of her baby. It sets out the policy and procedures for both the employee and the Authority to follow for the time before the birth, during the leave period and the return to work.

The rates of entitlements referred to in the Guidance are updated annually to reflect changes in statutory pay and benefits.

2. Scope

- 2.1 This policy covers all employees of the Peak District National Park Authority (PDNPA) whose continuous qualifying service gives rights to leave and or Statutory Maternity Pay (SMP).

3. Process

- 3.1 When an employee becomes aware she is pregnant she should notify her manager. She **MUST** provide a form MAT B1 to Human Resources and Performance (HR&P) at least 28 days before the intended start of maternity leave. *(Form MAT B1 is issued by a healthcare professional and confirms the expected date of childbirth and is required for maternity pay)*
- 3.2 Pregnant employee will be issued with a health and safety checklist.
- 3.3 Human Resources and Performance (HR&P) will advise on statutory provisions and options in relation to maternity leave to ensure documentation and pay are processed appropriately.

4. Manager responsibilities

- 4.1 To seek advice from HR&P.
- 4.2 To take equality and diversity issues into account.
- 4.3 To maintain confidentiality of information.
- 4.4 To consider requests from a pregnant employee for reasonable adjustments on health and safety grounds.
- 4.5 To keep in contact with employees on maternity leave regarding important issues and treat them fairly, e.g. in recruitment and selection.

5. HR&P responsibilities

- 5.1 To provide advice and guidance on the operation of this policy.
- 5.2 To process paperwork and arrangements for pay and leave in a timely way.
- 5.3 To monitor cases and provide management information.
- 5.4 To maintain confidentiality of information.

6. Employee responsibilities

- 6.1 To ensure documentation, for which they are responsible, is provided in a timely way.
- 6.2 To maintain confidentiality of information.

7. Relevant Legislation and PDNPA Policy

Work and Families Act 2006
Equality Act 2006
Employment Rights Order 2006
Employment Relations Act 2004
Employment Act 2002
Disability Discrimination Act 2005
Age Discrimination Act 2006
Data Protection Act 1998
Trade Union and Labour Relations (Consolidation) Act 1992
PDNPA employment policies
PDNPA Recruitment Policy
PDNPA Joint Performance and Achievement Review process
PDNPA Comprehensive Equality Policy (particularly Equality in Employment)

MATERNITY PROCESS

