

Maternity Guidance

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SECTION 1: INTRODUCTION

Purpose

This guidance is part of the Council's Family Leave provisions, supporting the diverse needs of families and promoting a compassionate, inclusive workplace.

The Council recognises that employees who feel supported and valued within a compassionate workplace are more likely to openly discuss wellbeing concerns or life events, seek support when needed, and successfully transition back to work. Managers who foster trust and demonstrate effective leadership play a crucial role in creating an environment that is open, respectful, and kind, enabling their teams to thrive.

The purpose of this guidance is to provide employees and managers with relevant information on maternity leave, including details on the available provisions, any eligibility criteria, application requirements and support options.

Core to this guidance is that no employee will be adversely treated in the workplace due to taking maternity leave.

The council is committed to ensuring family leave provisions are inclusive, equitable, and accessible to all employees, regardless of family structure. We respect and value each employee's circumstances and will provide support without discrimination based on age, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage or civil partnership, race, religion or belief, disability. Our aim is to create a workplace where everyone feels supported in balancing work and family life.

This guidance should be read in conjunction with the Council's Family Leave Policy and Family Leave Planning Toolkit.

Application and Scope

This guidance applies to all employees of the Council except teachers and those other employees under SNCT terms and conditions who have a separate local agreement covering teachers leave of absence.

Responsibility of Managers

Managers should ensure that they are familiar with the provisions of this guidance and are supportive of any employee seeking to request maternity leave.

Responsibility of Employees

Employees should familiarise themselves with this guidance and engage with their line manager at the earliest opportunity when planning to take maternity leave. This can help the line manager to provide support accordingly and also plan how they may cover any leave, where this is required.

SECTION 2: MATERNITY LEAVE AND PAY

Maternity Leave

Employees are entitled to take up to 52 weeks' maternity leave if they are having a baby. Employees have this right from their first day of starting a job. By law, employees must take at least 2 weeks of compulsory maternity leave after their baby is born.

Statutory Maternity Leave is 52 weeks, consisting of:

- Ordinary Maternity Leave - first 26 weeks
- Additional Maternity Leave - last 26 weeks

Usually, the earliest an employee can start maternity leave is 11 weeks before the expected week of childbirth.

Leave will also start:

- The day after the birth, if the baby is early; or
- If an employee is off work for any reason connected with their pregnancy (e.g. pregnancy related illness) and the absence continues into the fourth week before the baby is due, maternity leave will start automatically from the 2nd day of the 4th week before the baby is due. This applies even if the employee is subsequently fit for work.

Employees can refer to the [Maternity Planner](#) on the government website to identify the earliest date their maternity leave can start.

In order to receive maternity leave an employee must:

- a) Submit a copy of the maternity certificate (**MAT B1** form) available from a registered doctor or midwife stating the expected date of childbirth to their line manager by the end of the 15th week before the expected week of childbirth (or as soon as possible).
- b) Complete and submit an **Application for Maternity Leave** form (see appendix 1) to their line manager by the end of the 15th week before the expected week of childbirth (or as soon as possible).

Once an employee has submitted a copy of the **MAT B1** form along with the **Application for Maternity Leave** form, their line manager will send these forms to People Services (askhr@aberdeencity.gov.uk).

People Services will then write to the employee, by law this must be within 28 days of the line manager receiving the completed forms. People Services will confirm the employees maternity leave along with the date of return to work, assuming they decide to take their full maternity leave entitlement. If the employee later decides to change the start date of their maternity leave, they must let their line manager know in writing at least 28 days before the revised start date of the maternity leave (or as soon as possible).

An employee will get the same amount of maternity leave and pay even if they are expecting more than one baby, for example twins or triplets.

In the event of a stillbirth after 24 weeks of pregnancy an employee is entitled to maternity leave and pay provisions.

Maternity Pay

An employee's entitlement to maternity pay depends on their length of continuous service and how much they earn.

To qualify for Statutory Maternity Pay (SMP) and/or Occupational Maternity Pay (OMP) continuous service means, continuous service with Aberdeen City Council or a public authority as listed in The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (which covers local authorities and related bodies).

Please note that if an employee returns to local government service following a break for maternity reasons, and that break in service does not exceed eight years and does not include any period of paid employment, the employee will be entitled to have their previous service taken into account for maternity pay purposes.

Qualification	Entitlement
If an employee has less than 26 weeks' continuous service by the end of the 15th week before the expected week of childbirth	<p>The employee will not be entitled to SMP or OMP but may be entitled to claim Maternity Allowance through Jobcentre Plus.</p> <p>If the employee has submitted the MAT B1 form and the Application for Maternity Leave form by the end of the 15th week before the expected week of childbirth, they will be issued with an SMP1 form within 7 days of the decision that they are not entitled to SMP. This is so that employees can ask about claiming and applying for Maternity Allowance through Jobcentre Plus.</p>
If an employee has 26 weeks' continuous service or more by the end of the 15th week before the expected week of childbirth and their average weekly earnings are <u>equal to or more than</u> the lower earnings limit for National Insurance contributions:	<p>The employee will be entitled to OMP and SMP for a maximum period of 39 weeks as follows:</p> <ul style="list-style-type: none">For the first 6 weeks the employee will get 90% of their average weekly earnings.For the following 12 weeks they can get a sum equal to 50% of their normal pay (this is optional and the employee can choose whether or not to receive this money. If they do not return to work for a period of 12 completed calendar weeks at the end of the maternity leave, they will be required to pay the money back (paid back on a pro rata basis if they return for less than 12 completed calendar weeks). In addition, they will get the flat rate of SMP or 90% of their average weekly earnings if this is less than the flat rate of SMP. The maximum

	<p>amount an employee can receive for these 12 weeks is their normal full pay.</p> <ul style="list-style-type: none"> • If the employee chooses not to take the 12 weeks at 50% of their normal pay, they will get the flat rate of SMP (or 90% of your average weekly earnings if this is less than the flat rate of SMP) for these 12 weeks. However if they do then return to work a period of 12 completed calendar weeks at the end of their maternity leave, they will then be paid for the 12 weeks at 50% of their normal pay (paid on a pro rata basis if they return for less than 12 completed calendar weeks). • For the following 21 weeks they will get the flat rate of SMP (or 90% of their average weekly earnings if this is less than the flat rate of SMP). • The remaining 13 weeks of maternity leave, if taken, would be without pay.
<p>If employees have 26 weeks' continuous service or more by the end of the 15th week before the expected week of childbirth but their average weekly earnings are <u>less</u> than the lower earnings limit for National Insurance contributions:</p>	<p>Employee's will not be entitled to SMP but may be entitled to claim Maternity Allowance through Jobcentre Plus.</p> <p>Employee's will be entitled to OMP as follows:</p> <ul style="list-style-type: none"> • For the first 6 weeks they will get 90% of their normal pay (which includes any Maternity Allowance). • For the following 12 weeks they can get a sum equal to 50% of their normal pay. This is optional and you can choose whether or not to receive this money. The maximum amount, including any Maternity Allowance, an employee can receive for these 12 weeks is their normal full pay. If they choose to take the 12 weeks at 50% of their normal pay and then do not return to work for a period of 12 completed calendar weeks at the end of their maternity leave, they will be required to pay the money back (paid back on a pro rata basis if they return for less than 12 completed calendar weeks). • The remaining 34 weeks of your maternity leave, if taken, will be without pay.

The definition of 'average weekly earnings' for the purpose of Statutory Maternity Pay is the gross average of all payments made to the employee in the 8 week period up to and including the last pay day before the end of the 15th week before the expected week of childbirth. The definition of 'normal pay' for the purpose of Occupational Maternity Pay is basic pay plus any contractual payments.

Employees can refer to the [Maternity Planner](#) on the government website to calculate their entitlement to SMP.

SECTION 3: DURING PREGNANCY

It is important that employees and line managers are aware of the requirements during pregnancy, maternity leave and what to do to prepare for returning to work. The following sections provide information on this.

Employees can also refer to Appendix 3 – Employee Checklist and line managers Appendix 4 – Line Managers Checklist, to support them throughout these stages.

Notification of Pregnancy

It is the responsibility of the employee to notify their line manager of their pregnancy to ensure that they are supported and the correct provisions / risk assessment are put in place.

Risk assessment

Line managers are required to undertake a risk assessment for all employees who have notified that they are pregnant. The Management of Health and Safety at Work Regulations 1999 require employers to assess any risks to all pregnant or breast-feeding employees and to do what is reasonably practicable to control these risks. Potential risks include the use of hazardous substances, manual handling and dealing with violence and aggression. The employee should notify their line manager as early as possible in their pregnancy, so that the risk assessment can be carried out.

Any necessary adjustments will be made to the employee's working environment or duties to remove any potential risk. If the employee is unable to carry out their normal duties while pregnant, they have the right to be offered suitable alternative work, or if such work is not available, to be granted leave on full pay on health and safety grounds.

Pregnant employees may need to take additional rest breaks. This should be discussed between the line manager and employee during the risk assessment so that any necessary arrangements and facilities can be put in place.

Please visit [Risk Assessment Guidance](#) for more information.

Supporting Attendance

Absence related to pregnancy is defined as 'any absence linked to an employee's pregnancy either before or after the birth of the baby'. The manager should establish and record whether an absence is pregnancy related at each return to work discussion as this will determine how a case is managed where an absence review level is reached.

Where the employee meets one of the review levels in the policy due to absence related to pregnancy they will be required to attend a Level 1 Attendance Review Meeting. The nature of this meeting will be wholly supportive and will focus on identifying measures that can be taken to assist the employee, with concern shown for their health and wellbeing at all times.

In contrast to other reasons of sickness absence, the case will not progress to Level 2 of the procedure if there has been no improvement in attendance levels. Instead, the employee will continue to be considered at Level 1 of the procedure with the focus of the follow up meeting(s) continuing to be supportive and with the manager exploring any further measures to improve the employee's attendance. This approach would continue until the employee's attendance had improved sufficiently, at which point they would move out of the procedure and normal monitoring would then apply.

It should be noted that if the employee goes off sick for any reason connected to their pregnancy within the four weeks before the baby is due (as stated on MatB1), the maternity leave will start immediately on the first day after their absence starts (even if they are subsequently fit to come back to work). For further information please see [Supporting Attendance and Wellbeing policy](#).

Time off for ante-natal care

An employee is entitled to reasonable paid time off to attend ante-natal care regardless of their length of service or hours of work, and taking into account the complexities of the pregnancy. After the first antenatal appointment an employee may be asked to provide evidence of the appointments to their line manager e.g. an appointment card or an email confirming a class booking. As much notice as possible should be provided, and preferably the appointments should be arranged for the start or end of the working day. Time for ante-natal care can vary in length for appointments, managers should approve leave off for appointments as appropriate, e.g. hours rather than half days.

Shared Parental Leave

An employee may wish to consider Shared Parental Leave provisions, whereby they can choose to share a period of leave and pay with their partner after the birth of the child. If eligible they would do this by ending/curtailing their maternity leave and/or pay at a future date and share the untaken balance of leave and pay with their partner. They may return to work early from maternity leave and opt into Shared Parental Leave and Pay at a later date.

For further information please refer to the Shared Parental Leave Guidance.

Neonatal Care Leave

Neonatal care leave (NCL) is a leave entitlement available to parents whose baby, or babies, require neonatal care for at least 7 consecutive days within the first 28 days after birth.

For further information please refer to the Neonatal Care Leave and Pay Guidance.

SECTION 4: DURING MATERNITY LEAVE

Reasonable contact

The purpose of reasonable contact is for the employee to stay in touch with their line manager during their maternity leave. The line manager and employee should agree how contact will be made and how often, prior to commencing maternity leave. It is an opportunity for the employee to find out from their line manager about any developments or changes at work, any relevant promotion opportunities or to talk about plans to return to work.

Keeping in touch (KIT) days

Keeping in touch (KIT) days can help an employee stay in touch with the organisation during their maternity leave and to make it easier for both the employee and line manager when it comes to returning to work.

An employee is not obliged to do any work or attend any work-related events during their maternity leave, however, they may work **up to 10 days** should they wish. These days do not have to be limited to their normal job, and instead could be used for training or other work-related events.

Although an employee is entitled to a maximum of 10 KIT days during maternity leave they can only use a maximum of 2 days in any one week. Also, they cannot use any KIT days during the first two weeks after the baby is born. Arrangements for KIT days should be discussed and agreed between the employee and line manager, ideally at least 7 days in advance, detailing the dates and times they wish to work.

Any work completed as a KIT day, even a one-hour training course for example, will be counted as a whole KIT day. The employee will be paid at the normal contractual rate of pay (inclusive of any maternity pay where applicable) for the days worked and if the employee works less than a full working day as a KIT day they will be paid for the actual hours worked. Once the employee has carried out a KIT day, the line manager must email People Services (AskHR@aberdeencity.gov.uk) confirming the date the employee undertook their KIT day and the number of hours completed. Managers are responsible for keeping a record of how many KIT days an employee has undertaken to ensure they do not work more than the maximum of 10 days.

Right to live and work in the UK

If the employee is working in the UK on a visa or work permit, they must maintain their right to live and work in the UK during maternity leave. They must also be able to produce this documentation at any time if requested to do so.

PVG

If the post requires the employee to be a member of the Protecting Vulnerable Groups (PVG) scheme and if the employee is outside the UK for more than 3 months during their maternity leave, they will need to provide a foreign police check before

returning to work. Guidance on how to obtain a foreign police check can be found on the [Foreign & Commonwealth Office website](#).

Professional Registration

If the post requires the employee to be registered with a professional body such as Scottish Social Services Council (SSSC), Law Society of Scotland etc, they must continue to pay any registration fee and remain registered during maternity leave.

SECTION 5: PREPARING TO RETURN TO WORK

Notification of returning to work

An employee returning to work after 52 weeks of maternity leave is not obliged to notify their line manager of the date on which they will be returning to work, as the date of return will be assumed to be the day following the end of the 52 week period. However, as part of the reasonable contact the employee has with their line manager during maternity leave, it is encouraged to discuss when they will be returning to work and also how they will use any accrued annual leave and public holiday entitlement.

An employee planning to return to work early from maternity leave (i.e. before the end of the 52 week period), must complete the **Notification of Early Return to Work** form (see Appendix 2) at least 8 weeks before the date on which they intend to return. The line manager will advise the employee of any accrued annual leave and public holiday entitlement prior to returning to work and agree when this will be taken.

Redundancy Protection

An employee will normally return to the same job that they had before going on maternity leave. However, if this is not possible due to exceptional circumstances (e.g. redundancy or reorganisation) they will be offered a suitable alternative post with comparable duties, terms and conditions, pay and location where such a vacancy exists, and supported under the Councils Redeployment procedure.

Pregnant employees must be treated the same as other employees when being considered for redundancy and have the additional right to be offered suitable alternative employment in priority to other employees who are not in a protected position. An employee cannot be selected for redundancy based on criteria relating to their pregnancy.

Flexible working arrangements

If an employee would like to return to work on a flexible working basis (e.g. part time hours), they should make an application on the standard form, in accordance with the Flexible Working Policy, to their line manager as far in advance of their planned return date as possible. This will allow the line manager sufficient time to consider their request and to make the necessary arrangements. The application should include details of the hours/days the employee would wish to work and should suggest how their flexible working arrangement could operate in practice.

Whilst the law gives an employee the right to request flexible working from their first day back after maternity leave, the line manager does not have to agree to the request, but it does have to consider the request seriously.

Please see the Council's [Flexible Working Policy](#) and [Flexible Working Guidance](#) for further information.

Career Break

A career break may be taken immediately after a period of maternity, adoption or shared parental leave where the employee meets the qualifying criteria. The employee will be required to take any annual leave accrued during the maternity, adoption or shared parental leave period immediately prior to commencing the career break. The career break would therefore commence on the date immediately following any such period of annual leave, where requested.

If the employee has received the 12 weeks maternity pay at 50% of their pay and fails to return to work for at least three months at the end of the maternity, shared parental leave or at the end of the career break which follows immediately after, they will be required to pay back the 12 weeks at 50% of normal pay. For further information please see the Council's [Career Break Policy](#).

Risk Assessment for returning to work

The Council has a responsibility to ensure that an employee who returns to work within 6 months of giving birth, or breastfeeding mothers/birth parent, are not exposed to any risks that could damage their health and safety. A review of the workplace risk assessment will be undertaken by the line manager. This is to check whether any new risks have arisen, and where this is the case take appropriate action to reduce, remove or control such risks.

Breastfeeding

An employee who is breastfeeding and returning to work should inform their line manager giving appropriate notice before returning so that arrangements and facilities for breastfeeding or expressing milk can be identified and put in place. A suitable private location should be identified, with it not being appropriate to use toilets for this purpose. The employee can also request reasonable time off during working hours to breastfeed their baby (depending on the location), or to express milk. The line manager will consider the request and will normally grant this, assuming the time off is reasonable. The employee could also consider using flexible hours for this purpose.

There are dedicated rest rooms available to book at Marischal College and the Town House (i.e. First Aid-Parent Rooms) for breastfeeding employees. This is done through the normal electronic room booking system (please note that medical emergencies would take priority over any booked time). Rest areas will be identified at other Council sites as required.

Annual leave and public holidays accrued during leave

Annual leave and public holidays continued to accrue when on maternity leave. Annual leave and public holiday entitlement will be calculated and the employee will be able to take the accrued annual leave at the end of their maternity leave.

The line manager and employee should discuss when leave can be taken in line with operational requirements of the Service.

Accrued leave entitlement will usually be taken at the end of the maternity leave period, before returning to work. If the accrued leave cannot all be taken before the end of the leave year, it can be carried over into the following leave year.

The employee may wish to take accrued leave in a variety of ways e.g.:

- finish maternity leave and immediately take accrued leave, thus extending your time off work but receiving pay
- use accrued leave to phase your return by working reduced hours and taking leave for the remaining hours therefore receiving full pay
- finish maternity leave, return to work, then take regular holidays. Whatever your preference it must be discussed and agreed with your line manager

Deciding not to return to work after maternity leave

If the employee decides not to return to work after maternity leave, and so wishes to resign, they should submit their resignation in writing to their line manager. The contract end date will be in accordance with the notice period stated in the contract of employment. Payment for any annual leave and public holiday days accrued during the maternity leave period, along with any other outstanding money due, will be included in the final salary payment. The line manager will contact the employee to arrange for the return of any Council property e.g. ID badge, fob, keys, computer equipment etc.

Resigning whilst on maternity leave will only affect the amount of maternity pay if the employee were eligible to receive Occupational Maternity Pay and they chose to receive payment of the 12 weeks at 50% of normal pay. If the employee does not return to work at the end of the maternity leave because they have chosen to resign, they will be required to pay back the 12 weeks at 50% of normal pay. People Services will contact you to arrange for this money to be repaid.

SECTION 6: Further Information and Support

Support and advice

- [Employee Assistance Programme](#) – The Council provides a free, confidential 24-hour counselling service offering a helpline for general advice and guidance, psychological and emotional support and/or individual counselling.
- [Mental Health and Wellbeing Support](#) – These resources provide a variety of information for employees including details about the councils mental health first aiders network.
- [Financial Wellbeing](#) - Sign posting to resources which can help with managing financial wellbeing, including budgeting advice and tools, Money Advice Team and employability support for parents.
- [ABZ Works](#) – Resources to support employees to take care of themselves, physically, emotionally, and mentally. Sometimes, a change in one area can positively impact change in other areas.
- [Tax-Free Childcare](#) - Employees who wish to find out more about joining a Childcare Scheme can look into the Government's Tax-Free Childcare (TFCC).

External Support

- GOV.UK: [Maternity pay and leave guide](#)
- ACAS: [Your maternity leave and pay rights](#)
- Citizens Advice: [Maternity leave and pay](#)
- NHS: [Maternity and paternity benefits](#)
- Maternity Action: [UK Maternity Rights Charity](#)
- Working Families: [Benefits and other financial support](#)

Related policy and guidance

- Family Leave Policy
- [Supporting Attendance and Wellbeing Policy](#)
- Shared Parental Leave Guidance
- Paternity Leave Guidance
- Neonatal Care Guidance
- [Flexible Working Policy](#)
- [Flexible Working Guidance](#)
- Parental Bereavement Leave Guidance
- The Family Leave Planning Toolkit
- [Career Break Policy](#)
- [Risk Assessment Guidance](#)
- Special Leave Policy
- Supporting Attendance and Wellbeing Policy

Further Advice

For advice and guidance on the application of this guidance please contact People Services.

Gathering and Providing Feedback

As part of the Council's ongoing commitment to supporting employees, those who have accessed the Family Leave provisions may be contacted to collect feedback on their experiences. These insights are invaluable in helping to understand what works well and where improvements could be made, directly contributing to enhancing the support offered to all employees.

At any time, employees and managers can communicate feedback on this guidance or suggestions for improvement to People Services.

SECTION 7: Appendices

Appendix 1: Application for Maternity Leave Form

You are entitled to maternity leave regardless of your length of service or hours of work if you:

- 1) Submit a copy of the maternity certificate (MAT B1 form) available from a registered doctor or midwife stating the expected date of childbirth to your line manager by the end of the 15th week before the expected week of childbirth (or as soon as possible) and;
- 2) Complete and submit this form to your line manager by the end of the 15th week before the expected week of childbirth (or as soon as possible).

If you do not complete and submit this form along with the original copy of the MAT B1 form within the required timescale, you may not be entitled to maternity leave.

PERSONAL DETAILS

NAME (in full):	
PAYROLL NUMBER:	
HOME ADDRESS:	
JOB TITLE:	
LINE MANAGER:	
EMPLOYMENT STATUS:	PERMANENT / FIXED TERM / CASUAL (please select as appropriate)
HOURS PER WEEK:	
NOTIFICATION I am pregnant and wish to apply for maternity leave. I attach Form MAT B1 from my doctor/midwife which gives my expected date of childbirth	Expected date of child birth:
START OF MATERNITY LEAVE PERIOD (Note: Your maternity leave can start at any time beginning with the 11 th week before the expected week of childbirth. Maternity leave can start on any day of the week.)	Intended start date of maternity leave:

ARRANGEMENT FOR PAYMENT OF 12 WEEKS AT 50% OCCUPATIONAL MATERNITY PAY (please tick the appropriate box)

This only applies to employees who have 26 weeks' continuous service (see guidance for definition and further details) or more by the end of the 15th week before the expected week of childbirth.

Please **pay me** 12 weeks at 50% Occupational Maternity Pay. If I don't return to work for a period of 12 completed calendar weeks at the end of my maternity leave, I understand that I will be required to pay back this money (repaid on a pro rata basis if I return for less than 12 completed calendar weeks).

Please **do not pay me** 12 weeks at 50% Occupational Maternity Pay. If I return to work for a period of 12 completed calendar weeks at the end of my maternity leave, I understand that I will be paid this money (paid on a pro rata basis if I return for less than 12 completed calendar weeks).

SIGNATURE

I would like to apply for maternity leave in accordance with the information that I have provided.

Signed: Date:

Once completed and signed by the employee, this form should be emailed to People Services (AskHR@aberdeencity.gov.uk) by the line manager.

Appendix 2: Notification of Early Return To Work Form

You only need to complete this form if you are returning to work early from your maternity leave (i.e. before the end of the 52-week period). If this applies to you, this form should be completed and given to your line manager at least 8 weeks before the date on which you intend to return.

If you do not complete and submit this form within the required timescale, you may not be entitled to return to work early.

PERSONAL DETAILS

NAME (in full):	
PAYROLL NUMBER:	
HOME ADDRESS:	
JOB TITLE:	
LINE MANAGER:	
DATE MATERNITY LEAVE STARTED:	
DATE BABY WAS BORN You must take at least 2 weeks of compulsory maternity leave after your baby is born.	Date:
NOTIFICATION OF THE DATE ON WHICH YOU WISH TO RETURN TO WORK EARLY	I intend to return to work early on (date):

SIGNATURE

I declare that, in my opinion, I am medically fit to return to work early.

Signed:.....Date:.....

If you are unsure as to your medical fitness to work, you should ask the advice of your doctor before deciding to return to work early.

Once completed and signed by the employee, this form should be emailed to People Services (AskHR@aberdeencity.gov.uk) by the line manager

Appendix 3: Employee Checklist

Following the steps on this checklist will ensure the necessary actions are taken at the right time to receive maternity entitlements.

ACTION	TIMESCALE	COMPLETED
During Pregnancy		
Advise line manager of pregnancy to allow for risk assessment to be undertaken	As early into pregnancy as possible	
Consider whether to remain in salary sacrifice schemes , if applicable. Contact accmybenefits@aberdeencity.gov.uk for more information	As early into pregnancy as possible. Cancellation needs to be processed by the 24th week before the expected week of childbirth to provide the highest level of maternity pay	
Obtain MAT B1 form from doctor or midwife	Available from 20 weeks before the expected week of childbirth	
Submit Application for Maternity Leave form, along with a copy of the MAT B1 form to line manager	By the end of the 15 th week before the expected week of childbirth (or as soon as possible)	
Review Government Maternity leave and pay calculator for eligibility along with maternity leave planner	As early as possible into pregnancy	
Notify line manager of antenatal appointments	Provide as much notice as possible	
Explore Shared Parental Leave and Pay as an option with partner. More information can be found in the Shared Parental Leave and Pay Guidance or Gov.UK	Required to follow notification and curtailment of maternity leave and/or pay processes, providing notice at least 8 weeks before the first day of intended period of leave	
Discuss contact with line manager during maternity leave including preferred type of contact, frequency etc	Discuss prior to going on maternity leave	
During Maternity Leave		

If baby/babies have been in Neonatal within the first 28 days after birth, notify line manager as per the Neonatal Care Leave & Pay Guidance.	Notification to line manager should baby / babies be in neonatal for at least 7 consecutive days within the first 28 days of birth.	
If applicable, submit Notification of Early Return to Work form to line manager (only required if wish to return to work <u>early</u> i.e. before the end of 52-week maternity leave period)	At least 8 weeks before early return date	
Consider Childcare Scheme Options - More information is available at Tax-Free Childcare (TFCC)	As soon as possible	
Decide if want to do any Keeping in touch (KIT) days	Discuss and agree with line manager at least 7 days in advance, detailing the dates and times wish to work	
Identify if considering a Career Break	Discussion to take place as early as possible with line manager.	
Ensure continue to have the Right to Live and Work in the UK which is continuously required as an employee of the Council.	If due to expire whilst on maternity leave discuss with line manager prior to expiry date and notify People Services (AskHR@aberdeencity.gov.uk)	
For posts requiring PVG - If outside the UK for more than 3 months during maternity leave, will need to provide a foreign police check before returning to work.	Guidance on how to obtain a foreign police check can be found on the Foreign & Commonwealth Office website . Obtain as soon as returned to the UK	
For posts requiring professional registration - continue to pay registration fee and remain registered during maternity leave.	Arrange payment prior to current registration expiring	
Preparing to Return to Work		

If applicable discuss with line manager requirements to breastfeed or express milk for arrangements to be made	Discuss with line manager at least 4 weeks prior to return to work	
Consider if wishing to return on a flexible working basis (e.g. part time hours). Submit an application in accordance with the Flexible Working Policy and Flexible Working Guidance	As far in advance planned return date as possible	
Consider how wish to use accrued annual leave and public holidays, which continues to accrue when on maternity leave.	Discuss with line manager when leave can be taken in line with operational requirements of the Service as soon as possible	
Contact Pensions if wish to pay an Additional Pension Contribution (APC) to purchase any or all amounts of pension 'lost' during any unpaid period of maternity leave	Must be done within 30 days of returning to work for it to be a shared cost APC (Council pays 2/3rds and you pay 1/3 rd)	

Appendix 4: Line Manager Checklist

ACTION	TIMESCALE	COMPLETED
During Pregnancy		
Notified by employee of pregnancy, MATB1 form and application for maternity leave received by Line manager	Line manager to send forms to People Services (AskHR@aberdeencity.gov.uk) as soon as possible	
Complete Pregnancy Maternity - Risk-Assessment.docx	As early into pregnancy as possible	
Familiarise self with supporting attendance during pregnancy	As early as possible	
Employee notifies of antenatal appointments - grant paid special leave paid if the appointment falls during working hours	As appropriate	
Familiarise self with Shared Parental Leave Policy	As appropriate	
Discuss and agree with the employee how contact will be made and how often. Confirm with the employee how they want to know about service updates etc	Prior to commencing maternity leave	
During Maternity Leave		
If employee notifies that their baby / babies have had at least 7 consecutive days in Neonatal Care with the first 28 days of birth, complete the Notification of Neonatal Care Leave Form in accordance with the Neonatal Care Guidance.	Neonatal Care Leave Form to be submitted to People Services as soon as notified by employee.	
Keeping in Touch Days - inform AskHR of any KIT days completed. Email the People Services confirming the date the employee undertook their keeping in touch day and the number of hours completed.	As soon as the employee has carried out a keeping in touch day.	
If employee advises that they wish to take a Career Break . Consider request in accordance with Career Break Guidance.	As soon as request received	

Ensure employee has evidence of their Right to Live and Work in the UK which is continuously required during employment with ACC.	Discuss with employee prior to expiry date and notify the People Services	
For posts requiring PVG - If out with the UK for more than 3 months during maternity leave, employee will need to provide a foreign police check before returning to work	Obtain foreign police check from employee as soon as they return to the UK and prior to returning to work. Foreign & Commonwealth Office website	
If the post requires the employee to hold professional registration e.g. SSSC, Law Society for Scotland etc. Ensure employee is aware they must continue to pay their registration fees maternity leave.	As appropriate	
If employee advises that they intend to breastfeed / express upon returning to work identify a suitable private location for them to use.	As soon as possible	
Discuss and agree with the employee how they wish to use accrued annual leave and public holidays, which continues to accrue when on maternity leave. Take account of the operational requirements of the service in reaching an agreement.	As soon as possible	
If employee is returning to work earlier than 52 weeks ensure they have completed Early Return to Work Notification form and action accordingly.	Share completed form with People Services at least 8 weeks before early return date	
Consider requests from employee if they are wishing to return on a flexible working basis (e.g. part time hours). Application must be received in accordance with the Flexible Working Policy	As far in advance of their planned return date as possible and shared with People Services	

Check with employee that they have access to their work devices and are up to date.	Prior to employee returning to work	
Check that the employees account access has not been closed		
Return to Work		
Discuss how to best support the employee in returning to work i.e. Buddy/Mentor	Discussion to take place as soon as employee returns to work.	
Conduct a <u>DSE assessment</u> of workstation	Where appropriate	
Complete <u>Pregnancy Maternity - Risk-Assessment.docx</u> for employees who return to work within 6 months of giving birth, or breastfeeding mothers/birth parent, are not exposed to any risks that could damage their health and safety	As soon as employee returns to work.	
Arrange time with employee on their first week returning to work to provide an update on any changes implemented during their maternity leave	Within first week of returning to work.	
Ensure employee is aware they will need to check their training records are up to date i.e. mandatory training	As soon as returning to work.	
Sign post to <u>ABZ works</u> where additional support is available for employees to take care of themselves, physically, emotionally, and mentally	Where applicable	