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## **Pregnancy and Maternity**

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# **1 Overview**

## **1.1 What is this about?**

1.1.1 When having a baby, new and expectant mothers are entitled to certain maternity benefits and are protected by additional maternity rights. The following provides information about maternity leave and pay and what support is available before, during and after the maternity leave period.

## **1.2 Who is this for?**

1.2.1 This is for all officers, authority/police staff and managers.

## **1.3 Key information**

- Maternity leave is available when taking time off to have a baby (refer to table – maternity leave).
- Depending on length of service there may be an entitlement to maternity allowance or maternity pay (refer to table – maternity allowance or pay).
- The health, safety and wellbeing of new and expectant mothers is important to us, therefore it is important that the manager is told of the pregnancy as early as possible.
- The manager will complete a risk assessment and then review it to identify any risks before, during and after the maternity leave period.
- We will have to consider some changes in the workplace if any risks are identified.
- There is an entitlement to reasonable paid time off for antenatal care e.g. examinations, appointments, antenatal or relaxation classes etc.
- A letter will be issued outlining entitlements and other important information.
- If the full entitlement to maternity leave and ‘statutory maternity pay’ (SMP) has not been used, it may be possible to transfer the balance as Shared Parental Leave, to a spouse, partner or biological father of the child.

**1.4 Maternity leave**

1.4.1 There is no need to take the full entitlement to leave but at least two weeks' leave after the baby is born is mandatory.

<b>Maternity Leave</b>	<b>Officers</b>	<b>Staff</b>
How much am I entitled to?	Up to 15 months	Up to 52 weeks
When can it start?	Up to six months before the Expected Week of Childbirth (EWC)	Up to 11 weeks before EWC
When will it start?	On the requested start date or the day the baby is born, whichever is earlier	On the requested start date or the day after the baby is born, whichever is earlier
When does it end?	No later than 12 months after the baby is born	No later than 52 weeks after the start date

**1.5 Maternity allowance or pay**

1.5.1 There may be an entitlement to maternity allowance or pay depending on length of service. When eligible for SMP and ‘occupational maternity pay’ (OMP) only the higher of the two is paid. SMP is paid for up to 39 weeks and the current rate can be found on GOV.UK.

Length of Service	Entitlement	
Less than 26 weeks	Maternity Allowance (paid directly by Jobcentre Plus) which starts on the same day as maternity leave.	
More than 26 weeks by the ‘qualifying week’ (the 15 <sup>th</sup> week before the expected week of childbirth).	Officers	SMP is 90% of your average weekly earnings for the first six weeks followed by 33 weeks at the lower rate of SMP (or 90% of your average earnings, whichever is lower).
	Authority/ Police Staff	OMP is 90% of your average weekly earnings for the first six weeks followed by 20 weeks at half pay plus the lower rate of SMP followed by 13 weeks at the lower rate of SMP.  <b>Note:</b> After receiving 90% of your average weekly earnings for the first six weeks you also have the option to spread the remaining entitlement: 20 weeks at half pay plus the lower rate of SMP, followed by 13 weeks at the lower rate of SMP. Or, you could choose 33 weeks at 25% pay plus the lower rate of SMP followed by seven weeks at 25% pay.
More than 63 weeks	Officers	OMP can be paid as either 18 weeks’ full pay or 13 weeks’ full pay followed by 10 weeks’ half pay. There may also be an entitlement to SMP at the lower rate following OMP.  <b>Note:</b> If an officer does not return to work following maternity leave, for at least one month, they will be required to reimburse the difference between OMP and SMP.

## **2 Officer/Staff**

### **2.1 What you need to do:**

- Tell your manager that you are pregnant.
- Highlight any pregnancy or health related concerns or issues to your manager as part of the risk assessment.
- Let us know about any time off you need for antenatal appointments.
- Tell us when you want your maternity leave (and pay) to start and end.
- Let us know if you want to change the maternity leave period or if the baby is born early.
- Tell us when the baby is actually born (officers only).
- Keep in contact when on maternity leave and tell us if you want to work a 'keeping in touch' (KIT) day.
- Read the 'Team Members To Do List' which tells you everything that you need to know (and do):
  - When pregnant and before maternity leave
  - During maternity leave
  - Before returning to work

### **2.2 Notification of pregnancy**

2.2.1 Although there is no legal requirement to tell us immediately, you should tell your manager as early as possible so that a risk assessment can be completed and any necessary adjustments or support can be put in place.

### **2.3 Risk assessments**

2.3.1 We have a duty of care to make sure the health, safety and wellbeing of you and the unborn baby are protected while at work. You should refer to New or Expectant Mother – Risk Assessment Guidance to help identify some of the hazards and control measures that may need to be considered. Tell us of any risks that you are aware of that could inform the assessment.

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2.3.2 The New and Expectant Mother Risk Assessment should be reviewed at different stages throughout your pregnancy, to consider your changing physical condition and any new advice from your doctor or midwife.

### 2.4 Role adjustment

2.4.1 Where health risks are identified but cannot be reduced to a reasonable extent your manager will consult with you about how best to control these risks. You may be asked to think about altering your role, working conditions or hours. If none of these options are practical your manager may have to try and identify a suitable alternative role, which they would talk over with you.

### 2.5 Time off for antenatal care

2.5.1 You should try to arrange appointments at the beginning or end of the working day wherever possible.

2.5.2 After you have attended the first appointment, you may be asked to provide details of any scheduled meetings, so that your manager can record the time off you need.

2.5.3 Your partner is entitled to take unpaid time off work to attend up to two antenatal appointments with you. Time off is capped at six and a half hours for each appointment for officers and capped at the number of hours for a standard working day for authority/police staff.

### 2.6 Applying for maternity leave

2.6.1 You need to complete Application for Adoption or Maternity Leave Form (089-002) no later than the end of the 15<sup>th</sup> week before the 'expected week of childbirth' (EWC).

2.6.2 You have to send in a copy of the MATB1 certificate with the form to provide proof of your pregnancy. The MATB1 certificate is normally issued by the doctor or midwife 20 weeks before your due date.

2.6.3 Remember and tell us if there are any changes to the requested start or end date.

### 2.7 Changing maternity leave start date

2.7.1 If you want to change when your maternity leave starts you have to tell your manager (by letter or email), giving the following notice:

- **officers** – 21 calendar days
- **authority/police staff** – 28 calendar days

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**2.8      Sickness prior to maternity leave (authority/police staff only)**

2.8.1      If you are off work for a pregnancy related reason and the absence falls or continues beyond the fourth week before the EWC, your maternity leave and pay will automatically start the following day.

**2.9      Baby born early**

2.9.1      You need to tell your manager if the baby is born early and before the maternity period has started as the birth date can affect entitlement to 'statutory maternity pay' (SMP) and maternity leave.

2.9.2      **Officer** – SMP and maternity leave will start from the day the baby is born. 'Occupational maternity pay' (OMP) will start from the original date requested on Application for Adoption or Maternity Leave Form (089-002).

2.9.3      **Authority/police staff** – OMP and maternity leave will start from the day after the baby is born. If you have not told us how you would like OMP to be paid then it will be paid at 90% of your average weekly earnings for the first six weeks followed by 20 weeks at half pay plus the lower rate of SMP, followed by 13 weeks at the lower rate of SMP.

**2.10     Notification of birth (officers only)**

2.10.1     You need to let your manager know when you have had the baby so that your Dependents tab can be updated on SCoPE.

**2.11     Maintaining contact on maternity leave**

2.11.1     While you are on maternity leave you can keep up to date with what is happening at work including job vacancies, other important developments or training events. Discuss with your manager the types of things you would like to be told about and the best way to do this.

**2.12     Keeping in touch (KIT) days**

2.12.1     You can request to work up to 10 KIT days without it affecting your entitlement to maternity pay and leave.

2.12.2     KIT days must be mutually agreed between you and your manager and should be for a meaningful purpose such as:

- for an approved training course;
- to attend a team meeting; or
- carrying out work that would assist your return to work at the end of the maternity period.

2.12.3 If you work a KIT day you have to complete KIT or SPLIT Days Form (089-006) to claim payment for any hours worked. There is also the option to claim TOIL (officers must use TOIL within three months from the date they return to work). Any requests for TOIL should be submitted using SCoPE.

2.12.4 **Authority/police staff** will receive the hourly rate of pay for the hours actually worked (plus any entitlement to SMP, up to the equivalent of a days' pay).

## **2.13 Returning to work**

2.13.1 If you want to change when your maternity leave ends you have to write to your manager (or email) giving the following notice:

- **officers** – 21 calendar days
- **authority/police staff** – 8 weeks

2.13.2 If the correct notice is not given your return to work date may be delayed. Your manager may accept less notice where they are satisfied that it is not reasonably practicable for you to provide the required notice.

2.13.3 Annual leave does not have to be taken in full prior to returning to work. You may want to think about using some of it to support a phased return.

2.13.4 It is important that you plan for your return to work. Your manager should be able to help you with this.

2.13.5 Discuss any health related issues or factors that need to be considered to help your return to the workplace. This could include arrangements for breastfeeding (refer to Guidance for Mothers and Managers on Breastfeeding) or flexible working, etc.

2.13.6 You should think about any refresher training or support you may need and talk it over with your manager.

## **2.14 Not returning to work**

2.14.1 If you decide not to return to work you will need to give the correct notice of your resignation.

### **3 Manager**

#### **3.1 What you need to do:**

- As soon as you are told about the pregnancy, ask the team member what support they need from you.
- Arrange a suitable time to complete a risk assessment.
- Take into account requests for antenatal appointments and make sure the team member is able to be released from duty.
- Discuss and agree the amount of contact during maternity leave.
- Agree when accrued annual leave and public holidays will be taken.
- Notify SCoPE National Employees Moves Team of the birth.
- Consider any requests for 'keeping in touch' (KIT) days.
- Arrange refresher training.
- Read the 'Managers To Do List' which tells you everything that you need to know (and do):
  - When notified of a pregnancy
  - During maternity leave
  - Before the team member returns to work

#### **3.2 Notification of pregnancy and providing support**

3.2.1 When you are told about the pregnancy you should ask the team member, what support, if any, they need from you. The support you can offer could be as simple as just listening to any concerns they have.

3.2.2 It may be talking over what type of leave they are entitled to or trying to work around any time off they need for appointments.

3.2.3 You have to arrange a suitable time to meet up and go through the risk assessment.

#### **3.3 Risk assessments**

3.3.1 You have to take account of risks to new and expectant mothers before, during and after the maternity leave period.

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- 3.3.2 You should refer to the New or Expectant Mother – Risk Assessment Guidance to help identify some of the hazards and control measures that might need to be considered.
- 3.3.3 Ask the team member if they are aware of any potential risks that you need to consider as part of the assessment. This could be advice or information provided by their doctor or midwife.
- 3.3.4 You should complete the New and Expectant Mother Risk Assessment and update it with any pregnancy related risks.
- 3.3.5 You need to review the risk assessment throughout the pregnancy and consider their changing physical condition.
- 3.3.6 If you identify health risks that cannot be reduced to a reasonable extent you might have to consider altering their role, working conditions or hours, or find a suitable alternative role.
- 3.3.7 Talk over and agree any proposed adjustments with the team member.
- 3.3.8 You also need to carry out risk assessments for any training courses, court attendance or KIT days.
- 3.3.9 Review the risk assessment on the team member's return to work and take into account any requirements for breastfeeding (refer to Guidance for Mothers and Managers on Breastfeeding).

### **3.4 Antenatal appointments**

- 3.4.1 Encourage the team member to arrange appointments at the beginning or end of the working day, where possible.
- 3.4.2 You need to take into account requests and make sure the team member can be released from duty to attend antenatal appointments.
- 3.4.3 You should record any time off on SCoPE in the duty roster.

### **3.5 Application form**

- 3.5.1 When you receive Application for Adoption or Maternity Leave Form (089-002) make sure it has been completed correctly.
- 3.5.2 After approving the maternity leave period you should forward the completed form and a copy of the MATB1 certificate to People Direct as soon as possible.

### **3.6 Change of leave start date**

- 3.6.1 The team member has to give you the following notice if they wish to change when their maternity leave is to start:

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- **officers** – 21 calendar days
- **authority/police staff** – 28 calendar days

3.6.2 You can accept less notice if you believe it was not practical for the team member to provide the required notice. You have to forward any requests to change the leave start date on to People Direct.

### 3.7 Agree maternity leave contact

3.7.1 Before the team member starts their maternity leave you should discuss and agree how much contact they want during the maternity leave period. Leave Contact Form (089-010) should be used to record what you have agreed.

3.7.2 You should also agree which form(s) of contact would be best e.g. phone, email, letter, a visit to the workplace, or other ways.

3.7.3 Keep the team member up to date with what is happening at work including job vacancies, other important developments or training events which could be included as part of KIT days.

### 3.8 Annual leave and public holidays

3.8.1 Annual leave entitlement for the current leave year should normally be taken before the start of the maternity leave period.

3.8.2 Annual leave and public holidays will continue to accrue through the full maternity leave period and can be taken when the team member returns to work or after their maternity leave has ended.

### 3.9 Sick absence

3.9.1 You need to contact People Direct to report any pregnancy related absences that fall or continue beyond the beginning of the fourth week before the Expected Week of Childbirth (EWC), as it could affect entitlement to Statutory Maternity Pay (SMP) and maternity leave.

3.9.2 The normal absence reporting procedures should be followed.

### 3.10 Baby born early

3.10.1 You need to contact People Direct to report when the baby is born early and before the maternity period has started.

3.10.2 The birth date can affect entitlement to SMP and maternity leave.

### 3.11 Notification of birth (officers only)

3.11.1 You need to notify the SCoPE National Employee Moves (SNEM) Team of the birth so that the team member's Dependents tab on SCoPE can be

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updated. This can be done by [email](#).

### 3.12 KIT days

- 3.12.1 The team member can request to work up to 10 KIT days without losing their entitlement to maternity pay and leave.
- 3.12.2 If you agree to a KIT day it should be for a meaningful purpose such as:
- an approved training course;
  - to attend a team meeting; or
  - carrying out work that would help the team member's return to work.
- 3.12.3 Requests should not be unreasonably refused as they can be of great benefit to both the team member and the organisation. If you do not agree to a KIT day request you must explain the reason for this to the team member.
- 3.12.4 KIT days should be added to the team member's duty roster on SCoPE and must be updated if there are any changes to the date requested.
- 3.12.5 You should approve and forward KIT or SPLIT Days Form (089-006) to People Direct to arrange payment.
- 3.12.6 The team member also has the option to claim TOIL for any hours worked. They would have to submit the claim for TOIL using SCoPE for you to approve.

### 3.13 Change of intended return to work date

- 3.13.1 If the team member wants to return to work before the end of their requested leave period they have to give you the following notice:
- **officers** – 21 calendar days
  - **authority/police staff** – 8 weeks
- 3.13.2 If the correct notice is not given the return to work date may be delayed. You may accept less notice if you are satisfied that it is not reasonably practicable for the team member to provide the required notice. You have to forward any requests to change the return to work date on to People Direct.

### 3.14 Returning to work

- 3.14.1 The team member has the right to return to the same role if the total leave taken is less than 26 weeks. In exceptional circumstances where this is not possible you should consult with senior management and People Direct to review the available options, before discussing it with the team member.

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- 3.14.2 You should arrange a meeting with the team member to discuss any support they may need, or any health related issues or factors that need to be considered to help their return to work. This could include arrangements for breastfeeding (refer to Guidance for Mothers and Managers on Breastfeeding) or flexible working etc.
- 3.14.3 You may also want to talk about some refresher training or new Officer Safety Training (OST) or Personal Protective Equipment (PPE) Training, if required. Tell them about any changes to working procedures and provide any relevant updates that they should be aware of.
- 3.14.4 Schedule further one to ones to make sure they receive any required support in the early weeks after returning to work.

## **4 Resources**

### **Forms**

- Application for Adoption or Maternity Leave Form (089-002)
- Claim for Attendance at Court Form (089-008)
- KIT or SPLIT Days Form (089-006)
- Leave Contact Form (089-009)

### **How to Guides**

- Managers To Do List
- Team Members To Do List

### **Reference Documents**

- Additional Maternity Rights
- Further Information and Support
- Guidance for Mothers and Managers on Breastfeeding

### **Related Procedures**

- Adoption/Maternity Support Leave
- Allowances and Expenses (Officers)
- Attendance Management
- Fertility Treatment
- Shared Parental Leave
- Special Leave
- Surrogacy

### **Useful Links**

- GOV.UK
- NHS





## Additional Maternity Rights

### **Terms and conditions protection**

You are protected from suffering a detriment or unfavourable treatment when pregnant or when on adoption, maternity, parental or shared parental leave. All terms and conditions, with the exception of salary, will apply throughout the whole period of maternity leave. There is also an entitlement to pay rises and any improvements to terms and conditions.

### **Annual leave and public holidays**

Annual leave will continue to accrue during the full period of maternity leave and can be used before or after the maternity leave period. There is also entitlement to a day in lieu for any public holidays that fall within the leave period.

Police Regulations allow for officers to use annual leave during the maternity leave period however it should be highlighted that this would affect any entitlement to SMP which must be paid for 39 consecutive weeks as per the Statutory Maternity Pay (General) Regulations 1986.

### **Keeping in touch Days**

Up to 10 days can be worked during the maternity period without it affecting any entitlement to pay. These days are called 'keeping in touch' (KIT) days and are optional - both the team member and organisation need to agree to them. KIT days cannot be taken during the compulsory maternity leave period (2 weeks following the birth). If less than a full day is worked it will still count as 1 of the 10 KIT days used.

### **Returning to work**

You have the right to return to your role if you take only 26 weeks of maternity leave. If you take more leave you have the right to return to your role or a similar role (if it's not possible to give you your old role). Similar means the job has the same or better terms and conditions.

### **Breastfeeding**

If you tell us of your intention to breastfeed on your return to work we will provide a private space to express and hygienically store breast milk. It might not be possible to have facilities in the immediate working environment but all reasonable measures will be taken to make sure suitable accommodation is available.

### **Baby is stillborn or dies**

In the unfortunate circumstances that a baby is stillborn after 24 weeks of pregnancy or is born at any point in the pregnancy but later dies, there is an entitlement to full maternity leave and pay.



## Further Information and Support

### **Tax-free childcare**

Tax-Free Childcare is a new government initiative that was rolled out in April 2017 to replace the Childcare Voucher Scheme. For eligible parents Tax-Free Childcare offers to cover 20% of childcare costs, up to £2000 per child per year, for children up to the age of 12. If your child is disabled you may get up to £4000 a year for children up to the age of 17. Further information is available at [www.gov.uk](http://www.gov.uk).

### **Court attendance**

If you are cited to attend court you must do so unless a doctor certifies you unfit to attend. You will receive payment or TOIL equivalent to a full working day irrespective of the number of hours you spend at court. Claim for Attendance at Court Form (089-008) should be used to claim payment. If you are in receipt of Statutory Maternity Pay (SMP) and are required to attend court it could be more beneficial to claim TOIL. You will lose entitlement to one week's SMP if you claim payment for any day or part of a week that you have attended court.

### **Pension contributions**

No pension contributions will be made during periods of unpaid maternity leave except for KIT days worked. You have to make arrangements if you want to make back payments and this must be done within the following timescales:

- officers – within 3 months of returning to work
- authority/police Staff – within 30 days of returning to work

For further information please refer to the relevant pension scheme.

### **Subscriptions**

Before you go on leave you should consider any contributions that are taken direct from your salary. It is up to you cancel subscriptions or make alternative arrangements if the funds are not going to be available to cover the cost e.g. during a period of unpaid maternity leave.

### **Plain clothes allowance**

Pregnant officers who are unable to continue to wear uniforms should request to receive payment of plain clothes allowance – refer to Allowances and Expenses (Police Officers) SOP.

**Useful Contacts**

Childcare and Parenting	<a href="http://www.gov.uk">www.gov.uk</a>
Employee Assistance Programme	EAP
Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Health and Wellbeing Team	<b>[REDACTED]</b>
HM Revenue and Customs (Child Benefit)	0300 200 3100
Miscarriage Association	<a href="http://www.miscarriageassociation.org.uk">www.miscarriageassociation.org.uk</a>
NHS Health Scotland	<a href="http://www.healthscotland.com">www.healthscotland.com</a>
Occupational Health	<b>[REDACTED]</b>
People Direct	<b>[REDACTED]</b>
Postnatal Depression	<a href="http://www.mind.org.uk">www.mind.org.uk</a>
SANDS	<a href="http://www.uk-sands.org">www.uk-sands.org</a>
Scottish Family Information Service	<a href="http://www.scottishfamilies.gov.uk">www.scottishfamilies.gov.uk</a>
Scottish Police Federation	<b>[REDACTED]</b>
Scottish Women's Development Forum	<b>[REDACTED]</b>
Tommy's	<a href="http://www.tommys.org">www.tommys.org</a>
Unison	<a href="http://www.unison.org.uk">www.unison.org.uk</a>
Unite	<a href="http://www.unitetheunion.org">www.unitetheunion.org</a>
Working Families	<a href="http://www.workingfamilies.org.uk">www.workingfamilies.org.uk</a>



## Guidance for Mothers and Managers on Breastfeeding

Breastfeeding exclusively (giving the baby no other food or drink) is recommended for around the first six months. After this time, breastfeeding is recommended alongside solid food. It is up to the mother to decide how long they want to breastfeed. Returning to work does not mean a mother has to stop. There are several options available to mothers and these include:

- arranging childcare close to work so that the mother can breastfeed during breaks, or before or after work;
- expressing breast milk (taking milk from the breast by hand or using a pump) so that someone else can feed the baby while the mother is at work;
- combining breastfeeding and bottle feeding; or
- requesting flexible working (on a temporary basis) around the breastfeeding needs

Before returning to work, a mother should give notification that she is breastfeeding. This should be in writing (or by email) to the manager, giving at least eight weeks' notice, so that suitable arrangements can be made. The manager must then conduct a specific risk assessment. If the risk assessment identifies that the mother cannot carry out their normal duties for health and safety reasons, e.g. exposure to chemicals or wearing of body armour, a suitable alternative role may have to be found for a short period of time.

New and expectant mothers have to drink plenty of fluids both during the pregnancy and when breastfeeding. As it is more likely that a new or expectant mother will need to go to the toilet more often, the timing and flexibility of rest breaks should be considered as part of the risk assessment. Where it is not possible to grant additional breaks the manager should think about slightly extending normal breaks. This should help minimise any disruption.

Workplace regulations require organisations to provide suitable facilities where pregnant and breastfeeding mothers can rest. The Health and Safety Executive (HSE) further recommends that it is good practice to provide a private, healthy and safe environment for breastfeeding mothers to express and store milk. Toilets are not a suitable place to express breast milk. A private and secure space will be provided to mothers to express and store milk.

Facilities may not always be available in the normal place of work but all reasonable measures will be taken to make sure suitable facilities are made available. The manager, through consultation with the mother and the relevant area management

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team, will determine a suitable location, if this is the case. Further guidance can be found on the NHS website or from People Direct.



## Managers To Do List

### When informed of pregnancy

- Signpost team member to the Pregnancy and Maternity procedure and make sure the guidance is followed when relevant.
- Ask the team member what support, if any, they require from you.
- Arrange a suitable time to complete a risk assessment.
- Consider all information provided and discuss and agree role adjustments where appropriate.
- Where identified risks cannot be reduced to a reasonable level it may be necessary to consider an alternative role by talking it over with the team member.
- Discuss and address any concerns about role adjustments or proposed alternative roles.
- Make sure risk assessments are reviewed throughout the pregnancy at agreed intervals and consider any new information provided.
- Coordinate any agreed adjustments or temporary posting(s) and ensure team member is fully aware of what is happening.
- Consider requests for antenatal appointments and make sure team member is able to be released from duty.
- Record any time off on SCoPE under the appropriate headings.

### Before team member starts maternity leave

- Make sure team member completes Application for Adoption or Maternity Leave Form (089-002) correctly and forward to People Direct within seven days. A copy of the MATB1 certificate should be sent in at the same time.
- Discuss and agree the frequency of contact throughout maternity leave. Leave Contact Form (089-010) should be used to record what you have agreed.
- Discuss when any accrued annual leave will be used.
- Notify People Direct of any pregnancy related sickness absence that occurs within the four weeks before the Expected Week of Childbirth (EWC).

**Team member on maternity leave**

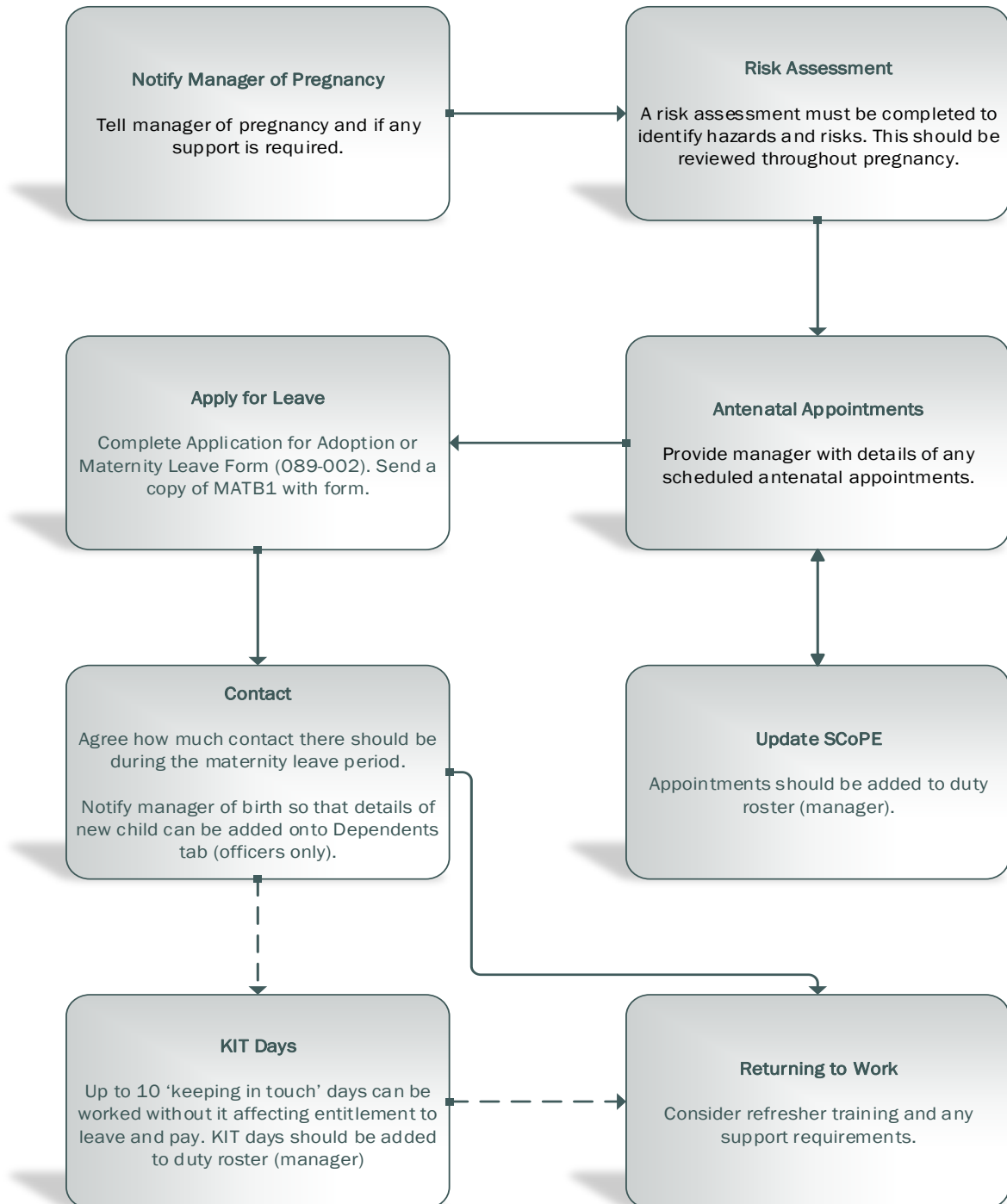
- Notify the SCoPE National Employee Moves (SNEM) Team of the birth (for officers only) so that the Dependents tab can be updated.
- Keep up agreed contact and provide updates as required including training or job opportunities.
- Consider any requests for KIT days, if appropriate.
- Authorise any relevant forms, if appropriate, and forward to People Direct to make sure correct payments are made.
- Manage any annual leave requests and public holiday entitlement by talking it over with team member.
- Discuss whether any refresher training is required to support return to work.

**Team member returning to work**

- Consider any requests for flexible working, if applicable.
- Arrange refresher training as appropriate.
- Arrange new PPE or OST training as required.
- Discuss any changes to working procedures and provide any relevant updates that team member should be aware of.
- Complete risk assessment and consider any requirements or support. Take appropriate action and make sure the team member is kept informed of what is happening.
- Arrange one to ones to make sure the team member receives any required support in the early weeks after returning to work.



### Process Map







## Team Members To Do list

### Before maternity leave

- Tell your manager about the pregnancy.
- Complete a risk assessment with your manager and include any relevant information that could impact on the risk assessment.
- Tell your manager if there is any new information to consider or where the previous assessment is no longer relevant and request a further risk assessment, if necessary.
- Talk to your manager about any concerns to do with proposed role adjustments or temporary postings.
- Give your manager notice of antenatal appointments.
- Attend antenatal appointments.
- Submit Application for Adoption or Maternity Leave Form (089-002) to manager no later than the 15<sup>th</sup> week before the Expected Week of Childbirth (EWC) along with a copy of the MATB1 certificate.
- Talk to your manager and agree how much contact you would like to have throughout maternity leave.
- Consider when you would like to use any accrued annual leave.

### During maternity leave

- Tell your manager as soon as possible of the birth or if the baby is born early (officers only).
- Keep up agreed contact with manager.
- Think about whether you want to take a 'keeping in touch' (KIT) day and if appropriate discuss with your manager.
- Submit KIT or SPLIT Days Form (089-006) so that the correct payments are made, if appropriate.
- Attend court if cited.
- Submit Claim for Attendance at Court Form (089-008) if attendance at court is required.

## OFFICIAL

- Consider flexible working, childcare provisions etc.
- Tell your manager of any refresher training that you may require or any other support you may need.
- Write (or email) your manager if you wish to return prior to the end of full maternity leave or change the date of return.
- Consider when you would like to use any accrued annual leave and discuss this with your manager.

### **On return to work after maternity leave**

- Tell your manager of any health issues or factors that need to be considered upon return e.g. breastfeeding.
- Meet with your manager and discuss refresher training and any other support you may need.
- Consider whether you want to make back payments for pension contributions for any period of unpaid maternity leave, if applicable.
- Request to take any outstanding annual leave.