

APPENDIX 1

MATERNITY LEAVE/PAY GUIDANCE

1.0 MATERNITY PROVISIONS

1.1 Maternity Leave and Pay Entitlements

- 1.1.1 On notification of their pregnancy, the manager should ensure the employee is made aware of the entitlements and ensure that the relevant application form and supporting documentation are submitted to the HR department. Details of which are explained throughout this document.
- 1.1.2 Employees who are pregnant will be entitled to 52 weeks leave, irrespective of service.
- 1.1.3 Employees may also be entitled to maternity leave with pay within the NHS contractual maternity scheme, and/or under the statutory maternity pay (SMP) regulations, depending on hours worked and/or length of service.
- 1.1.4 There are different qualification rules for the two schemes, but essentially the NHS contractual maternity pay scheme gives employees all the benefits they are legally entitled to, with certain additions. If an employee does not qualify for the NHS provisions then statutory maternity pay provides the legal minimum entitlement if they meet the qualifying criteria. Employees will receive those entitlements most favourable to them. If an employee does not qualify for the NHS contractual maternity pay scheme or the statutory maternity pay scheme then they may be entitled to claim maternity allowance (MA).
- 1.1.5 Employees may commence maternity leave any time after the 11th week before the expected week of childbirth (EWC) and the date the baby is due. Employees can choose how long they want to take leave for, up to the 52 week maximum. A minimum period of at least 2 weeks maternity leave following the birth of the baby must be taken, this is called Compulsory Maternity Leave. Should the baby be born early the maternity leave will commence on the day after the baby is born.
- 1.1.6 Only one period of leave will be available irrespective of whether more than one child is born.

1.2 Statutory Maternity Pay

- 1.2.1 SMP is paid for 39 weeks. SMP is paid as 90% of the employee's average salary for the first 6 weeks and then flat rate SMP or 90% of the employee's average salary whichever

is the lower for the remaining 33 weeks. The current rates of SMP can be obtained on www.direct.gov.uk

- 1.2.2 If the employee is not entitled to SMP the Payroll department will still check the application and provide an SMP1 form. This form will explain why the employee is not entitled to SMP. If the employee is not entitled to SMP they may be able to claim maternity allowance.
- 1.2.3 If the employee has decided that they are not returning to the NHS at the end of their maternity leave then they will still be eligible to receive SMP.
- 1.2.4 If qualifying conditions are satisfied, SMP will still be payable if the contract of employment ends after the start/during their maternity leave or whilst SMP is being paid. SMP will normally continue to be payable for the 39 week period.

1.3 Qualifying Conditions – Statutory Pay

- 1.3.1 To qualify for SMP the following conditions must be fulfilled:
 - The employee must have been continuously employed by the Trust for at least 26 weeks continuing into the 15th week before the baby is due. This is known as the qualifying week (QW).
 - The employee must have average weekly earnings of not less than the lower earnings limit for the payment of national insurance contributions which applies in the QW.
 - To check if they qualify employees can use an online calculator at the following website address: <https://www.gov.uk/pay-leave-for-parents>

1.4 NHS Contractual Maternity Pay Scheme (Occupational Pay)

- 1.4.1 Occupational maternity pay is 8 weeks full pay, 18 weeks half pay plus statutory maternity pay (providing this does not total more than the employees full pay) and a further 13 weeks of flat rate SMP only. Maternity pay in excess of average weekly earnings will not be paid. Occupational pay is calculated from the 8 weeks leading up to the 15th week before the EWC.
- 1.4.2 By prior agreement with the Payroll department, occupational maternity pay (not including SMP) can be paid in a different way, for example, a combination of full pay and half pay or a fixed amount spread equally over the leave period.

1.5 Qualifying Conditions – NHS Contractual Pay

- 1.5.1 To qualify for occupational maternity pay the following conditions must be satisfied:
 - 12 months continuous service or more with the NHS at the 11th week before the EWC.
 - Return to work for a minimum period of 3 months with the same or another NHS employer at the end of the maternity leave.

1.6 Notification Requirements

- 1.6.1 The employee should inform their manager of the pregnancy as soon as possible. An initial mandatory risk assessment will need to take place by the end of the 3rd month of pregnancy, wherever possible (see section 1.12).
- 1.6.2 Formal notification of the pregnancy should be submitted in writing by the employee to their manager using the application form at appendix 1a. This should include the EWC, the date maternity leave is intended to commence and whether the employee intends to return to work following their leave. The MATB1 form will also need to be submitted with the application form. The MATB1 should be available from the employee's GP or midwife from the 21st week of pregnancy and must be submitted with the application form by the 15th week before the EWC.
- 1.6.3 The Human Resources department will then be able to send a letter to the employee confirming:
- their entitlement to leave and pay;
 - their dates of leave, including the expected return date/end of leave which will be based on 52 weeks leave;
 - the length of any accrued annual leave that it has been agreed can be taken following the end of the leave period;
 - the need for the employee to give at least 28 days written notice if they wish to return to work earlier than 52 weeks.
- 1.6.4 The letter will be sent within 28 days of receipt of the application form.
- 1.6.5 If the employee does not wish to return to work following their period of leave they should submit a resignation letter to their manager in addition to their application form for maternity leave.
- 1.6.6 If the employee is unsure as to whether they wish to return to work following their leave then they can opt to receive SMP only (if they are eligible to receive this). If they do return to work at the end of their leave then the difference between SMP and OMP will be paid to them if they are eligible to receive it.
- 1.6.7 If the employee subsequently wishes to change the date from which they wish to start their leave, they should notify their manager in writing at least 28 days beforehand (or if this is not possible as soon as is reasonably practicable beforehand). If they wish to return to work at the end of their 52 weeks leave they will not be required to give any further notification.

1.7 Childcare Vouchers, Salary Sacrifice Schemes and Impact on Pay

- 1.7.1 If the employee is in one or more salary sacrifice schemes (i.e. childcare vouchers, car parking, cycle to work scheme) then this will have an effect on the amount of maternity

pay that they receive. The calculations for pay will be reduced by the annual amount received as part of the salary sacrifice scheme.

1.7.2 If the employee does not want their pay to be reduced they will need to leave the relevant scheme before their 17th week of pregnancy.

1.7.3 If they wish to change their order for childcare vouchers they will need to notify the Childcare Co-ordinator by the 13th week of pregnancy in time for the paperwork to be processed by the 17th week. Please contact the Payroll department for further advice.

1.8 Employees Holding a Fixed Term or Temporary Contract or Training contract

1.8.1 If the employee is eligible for occupational maternity pay and their contract is due to expire after the 11th week before the EWC, their contract will be extended to allow them to receive their maternity pay and 52 weeks leave.

1.8.2 Absence on maternity leave for up to 52 weeks before a further NHS appointment will not constitute a break in service.

1.8.3 If the employee has no right to return because the contract would have ended if pregnancy and childbirth had not occurred, then they will not be required to pay back OMP.

1.9 Rotational Training Contracts

1.9.1 If the employee is on a planned rotation of appointments with one or more NHS employer as part of an agreed programme of training, they will have the right to return to work in the same post or in the next planned post irrespective of whether their contract would otherwise have ended. In such circumstances their contract will be extended to enable them to complete the agreed programme of training.

1.10 Bank Only Staff

1.10.1 Although Bank workers are not eligible for Occupational Maternity Pay, they may be entitled to receive SMP. The relevant application form and supporting documentation should be submitted and individuals are advised to contact the Payroll department to determine their entitlements.

1.11 Deciding Not to Return

1.11.1 If the employee changes their mind about returning to work whilst they are on maternity leave they should inform their manager as soon as possible. Should they fail to return to their job or commence work with another NHS employer for a 3 month period within 15 months of beginning their leave, the Pay department can seek a refund of the OMP paid. They will not, however, have to repay SMP.

1.12 Pregnancy Risk Assessment and Health and Safety at Work

- 1.12.1 Upon notification to their manager of their pregnancy the employee and their manager should complete a risk assessment (Appendix 1e). This should take place by the end of the 3rd month of pregnancy wherever possible. If they notify their manager after the 3rd month of pregnancy the risk assessment should be undertaken as soon as possible. The risk assessment should then be reviewed when at 5 and 7 months pregnant.
- 1.12.2 If there are particular issues for example requests to avoid night duty, reduce on-call or medical complications caused by the pregnancy, then they should be referred to the Occupational Health department. In complex cases an opinion will be obtained from the appropriate Consultant Obstetrician. A decision to remove from night duty for example, reduce on-call or other changes to working patterns, will not usually be made purely on the recommendation of a General Practitioner.
- 1.12.3 In the majority of cases the employee will be able to remain in their current post for the duration of their pregnancy. The Trust has a statutory duty to provide a safe system of work and to assess/ offer alternative work where a risk to health has been identified. If a risk is identified through the pregnancy risk assessment, the manager will discuss what appropriate action/ adjustments should/ can be taken, (e.g. adjusting working arrangements, redeployment to suitable alternative work). If the suggested adjustments cannot be accommodated, the employee will need to be suspended on full pay to ensure that the employee, as an expectant mother and their baby are not put at risk.
- 1.12.4 The employee should comply with any request to attend the Occupational Health department and cooperate fully with their manager about any adjustments that may be required to support safe attendance at work.

1.13 Antenatal Care

- 1.13.1 Regardless of the length of service and hours worked, the employee has the right:
- not be unreasonably refused time off work to receive ante-natal care provided that appropriate notice is given to the manager;
 - to be paid by the Trust for the permitted time off.
- 1.13.2 Antenatal care may include relaxation and parent-craft classes as well as appointments for antenatal care.
- 1.13.3 The manager may request to see the appointment card for each appointment where paid absence from work is being requested.
- 1.13.4 Entitlements for the expectant father or the partner (including same sex) of a pregnant woman are detailed in Appendix 4 of the Maternity, Adoption, Maternity Support (Paternity) and Shared Parental Leave Policy.

1.14 Illness During Pregnancy and Prior to Maternity Leave Commencement

- 1.14.1 If the employee is absent from work for a pregnancy related reason after the beginning of the 4th week before the EWC, their maternity leave will start automatically, except in exceptional circumstances as agreed with their manager and the Occupational Health department.
- 1.14.2 Sick pay entitlement is suspended during maternity leave, but will begin again on the date they return to work should they not be well enough to return to work in person.

1.15 Premature Birth

- 1.15.1 If the baby is born alive prematurely the employee will be entitled to the same amount of maternity leave and pay as if their baby was born at full term.
- 1.15.2 If the baby is born before the 11th week before the EWC and the employee has worked during the actual week of childbirth, maternity leave will start on the first day of their absence.
- 1.15.3 Where the baby is born before the 11th week before the EWC and the employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the day of birth.
- 1.15.4 Where childbirth occurs before the 11th week before the EWC and the baby is in hospital, the employee may choose to split their maternity leave entitlement, taking a minimum period of two weeks' leave immediately after the birth, in accordance with health & safety regulations, and the rest of the leave following the baby's discharge from hospital.

1.16 If the Baby Dies After the Birth

- 1.16.1 If the baby dies during the SMP pay period, payment should continue as normal.

1.17 Still Birth

- 1.17.1 A still birth occurs if the baby is stillborn after the 24th week of pregnancy.
- 1.17.2 If the baby is stillborn after the 24th week of pregnancy, the employee will be entitled to the same amount of maternity leave and pay as if the baby was born alive.
- 1.17.3 If the baby is born with any sign of life but later dies, (even if this takes place before the 24th week of pregnancy), the employee will be entitled to the same maternity leave and pay.

1.18 Miscarriage

- 1.18.1 If a miscarriage occurs before the 25th week of pregnancy, normal sick leave provisions will apply

1.19 Postnatal Care and Breastfeeding Mothers

- 1.19.1 The Trust will make every effort to provide a private, healthy and safe environment for breastfeeding women to express and store milk. Where this is not possible staff may wish to use their break time to return home and express milk or discuss with their manager whether a temporary, alternative working pattern may be possible.
- 1.19.2 The employee should notify their manager in writing that they intend to breastfeed at work so a new mother's risk assessment (appendix 1e) can be carried out to determine if their working conditions pose a risk to their health or that of their baby. The provisions referred to in section 1.12.3 should be referred to if it is found that the normal duties would prevent the mother being able to successfully breastfeed.

2.0 ADDITIONAL CONTRACTUAL ARRANGEMENTS DURING MATERNITY LEAVE

2.1 Contact During Leave

- 2.1.1 Prior to commencing leave the employee and manager should discuss and agree arrangements for keeping in touch during the leave period. This should include:
- Any arrangements that may be found helpful to keep in touch with developments at work, for example, sending newsletters, job bulletins, details of departmental or Trust changes and any other information concerning the Trust or department, and nearer the time of the employee's return, any arrangements that may facilitate the return to work. This may also include arranging to attend work for Keeping in Touch (KIT) Days (see section 2.2).
 - An agreed method of communication e.g. phone, e-mail or letter.
 - Keeping the manager in touch with any developments that may affect the intended date of the employees return to work.
- 2.1.2 Appendix 1b can be used as a template letter to confirm discussions between the employee and the line manager.

2.2 Keeping In Touch Days

- 2.2.1 By agreement with the manager, the employee may take up to 10 Keeping in Touch (KIT) days under their contract of employment during the leave period. These days may be used to allow the employee to return to work gradually towards the end of the leave period, for training events or for staff meetings.

2.2.2 KIT days can be arranged for any time within the employees leave period (other than the 2 weeks compulsory maternity leave which must be taken by the mother immediately following the birth of the baby). KIT days will be paid at the basic rate of pay for the hours worked less the appropriate leave payment for those days.

2.2.3 The manager will inform Payroll that the employee has worked a KIT day and the hours that they have worked.

2.2.4 One KIT day will be deducted regardless of the amount of hours worked in any one day.

2.3 Working on the Bank

2.3.1 If the employee is a bank member as well as holding a substantive post, they cannot work on the bank during their leave. Any bank shifts worked will constitute a return to work and the end of the pay and leave period.

2.4 Working for Another Employer

2.4.1 If the employee works for another employer after their baby is born and they are receiving SMP from the Trust, the SMP will be stopped with effect from the week they started working for the second employer if they were not employed by them at the 15th week before the baby was due. In these circumstances, the Trust will also cease to pay OMP. If however, they were employed by their second employer during the 15th week before the baby was due, the SMP will continue to be paid by the Trust in addition to OMP. It is the employee's responsibility to notify the Trust if they start or go back to work for another employer after the baby is born. This includes Agency work.

2.5 Returning to Work

2.5.1 The employee has the right to return to their job at the end of their leave under their original contract and on no less favourable terms. The only exception would be if a reorganisation that affected their job had taken place whilst they were on leave. If this happened they would be consulted about the changes whilst they were happening and they would be entitled to be considered for an appropriate alternative job.

2.5.2 If the employee is taking maternity leave and wishes to return to work earlier than the 52 weeks of leave, they should write to their manager to inform them of the new return to work date at least 28 days prior to returning.

2.5.3 Once a return to work date has been confirmed, the manager should complete a Staff Change Request Form and send it to the Payroll department and the Human Resources Transactional Team to ensure that the employee's normal pay is resumed. Should they be taking annual leave prior to actually attending work on their return, the date of return will be classed as the first day of their annual leave.

2.6 Parental Leave

- 2.6.1 The employee may take four weeks unpaid parental leave at the end of their maternity Leave period. If they wish to take this leave they should discuss this with their manager in advance of their leave wherever possible. If this is not possible they should give their manager 21 days' notice of their intention to take parental leave at the end of their leave period. During any period of parental leave, they retain all contractual rights except remuneration. Please see the Special Leave guidance notes for further information regarding parental leave.

2.7 Returning on Flexible Working Arrangements

- 2.7.1 If at the end of their leave they wish to return to work on different hours their manager will try to facilitate this wherever possible. If it is not possible to accommodate their request, their manager will provide written reasons for this within 28 days of their request. Any request for flexible working will be managed in line with the Work Life Balance policy and accompanying guidance notes.

2.8 Annual Leave and Bank Holidays

- 2.8.1 Annual leave will continue to accrue during leave whether paid or unpaid, and will include bank holidays. Accrual of bank holidays is calculated in real time and the annual leave calculator should be used when confirming an employee's entitlement. Any annual leave due should be taken before the commencement of leave. However it may be agreed that a period of accrued annual leave can be taken following the end of the maternity leave period. Annual leave should be discussed and agreed with the line manager prior to the commencement of leave. If agreed, a period of accrued annual leave can be taken at the end of the leave period and this should be recorded prior to the commencement of the leave period.

2.9 Increments

- 2.9.1 Absence on leave, whether paid or unpaid, counts towards service for incremental purposes. If the employee is due to progress through a KSF gateway during their leave this would automatically happen if no concerns had been raised with them about their ability to meet their KSF outline prior to their leave. If concerns have been raised they should discuss this with their manager prior to their leave commencing.

2.10 NHS Pension Scheme

- 2.10.1 Leave counts as pensionable service and employees will be liable for contributions on all periods of leave if they are a member of the NHS Pension Scheme. Their contributions will be based on the amount of pay they receive rather than on their level of earnings immediately before their leave commenced.

2.10.2 During a period of unpaid leave employees will be liable for contributions based on their rate of pay which applied immediately prior to the period of unpaid leave. Such contributions will be calculated by the Payroll department and recovered over a similar period of time on return to work.

2.11. Career Breaks

2.11.1 Occupational pay is calculated from the 8 weeks leading up to the 15th week before the EWC.

2.11.2 If a member of staff becomes pregnant whilst on a career break they may wish to consider amending their career break arrangements to avoid any possibility of their Ordinary and/or Statutory Pay not being paid. Please contact the Payroll department for further advice.

2.12 Professional Registration Renewal

2.12.1 If an employee's professional registration is due to expire during their leave it **MUST** be renewed in time as per the Trust's Professional Registration Policy. Failure to do this may result in disciplinary action being taken and may also have an impact on any Statutory or Occupational Pay being received. It is the employee's responsibility to ensure that their professional registration is always current and up to date.

2.13 Other Deductions from Pay

2.13.1 If the employee currently has deductions from their pay (e.g. union membership) these will continue during the leave period. Please contact the Payroll department for further advice.

2.14 Incentive Bonus Scheme

2.14.1 If the employee is receiving payments under an incentive scheme, these will continue during the weeks in which they are absent on paid leave. The rate will be the average bonus paid to them for the 12 weeks prior to their leave.

APPENDIX 1a

APPLICATION FOR MATERNITY or ADOPTION LEAVE/ PAY

This form must be completed and sent with notification of the date you wish to commence maternity/ adoption leave to your line manager who will forward to Human Resources.

PERSONAL DETAILS

NAME:	
ADDRESS:	
CONTACT TEL NO:	
JOB TITLE:	
DEPARTMENT:	
START DATE WITH TRUST:	
DATE CONTINUOUS SERVICE IN NHS BEGAN:	
EXPECTED DATE OF CONFINEMENT (pregnancy):	
EXPECTED DATE OF PLACEMENT (adoption):	
DATE MATCHING NOTIFICATION RECEIVED (adoption):	

Please complete the statement below which applies to your intentions for maternity or adoption leave.

SECTION A

To be completed by staff who do not wish to return to work:

I do not intend to return to work and understand that my only entitlement provided I have sufficient service and earnings, will be statutory maternity or adoption pay.

I wish my last day of duty to be:.....

Signature: Date:

Manager's Signature: Date:

Manager's Name and Post Title.....

(NOTE TO MANAGER – PLEASE COMPLETE A LEAVERS FORM NOW AND SEND TO HR)

SECTION B

To be completed by staff who are uncertain as to whether they will return and therefore wish to be paid at the lower maternity/adoption rate:

I wish my maternity or adoption leave to commence:
(This section continues over the page)

I understand that I must notify my manager in writing of my intention not to return to work (if applicable) at the earliest opportunity after the birth or placement of the child for adoption.

Please withhold all maternity/ adoption entitlements, except that to which I am entitled to under the statutory maternity or adoption pay provisions.

Signature: Date:

Manager's Signature: Date:

Manager's Name and Post Title.....

SECTION C

To be completed by staff who wish to return to work:

I wish my maternity or adoption leave to commence on:

My anticipated return date is:.....

(Note: You are required to give your manager at least 28 days notice of the exact date of your return to work unless you intend to return to work at the end of your full 52 weeks of maternity or adoption leave)

Any accrued annual leave agreed with line manager to be carried into the next leave year and taken at the end of the maternity/ adoption leave period is(hours)

I understand that should I fail to return within 15 months of starting maternity or adoption leave, for a minimum of three months to University Hospitals Sussex NHS Foundation Trust, or elsewhere within the NHS, then I am liable to refund the maternity or adoption pay that I received discounting statutory maternity pay provisions.

If I qualify for occupational maternity/ adoption pay I would like my pay (not including SMP/ SAP) paid as a fixed amount spread equally over the leave period (please tick): ☐YES ☐NO

Signature Date

Manager's Signature Date

Manager's Name and Post Title.....

Human Resources use only

Authorised by HR: Date:

Payroll Office use only Car parking charges actioned appropriately: Yes/No

APPENDIX 1b

[Department]
[Hospital site]
[Address]

[Employee name]
[Address or department]

Dear [name]

Contact during maternity leave

Prior to the commencement of your leave I thought it would be useful to confirm the discussions that we've had regarding what arrangements can be put into place for keeping in touch with you about developments and news at work during your leave period.

Such arrangements can include the sending of newsletters, job bulletins, details of departmental and/ or Trust changes and any other information concerning the Trust and/ or the department.

[Delete the following paragraph if the employee has confirmed that they will not be returning to work at the end of their leave period or if they are not entitled to KIT.

If you are eligible you may work for up to a maximum of 10 KIT days without bringing your maternity leave to an end. Any such work must be by agreement and neither you nor I can insist upon it. You will be paid at your basic hourly rate for the hours you work.

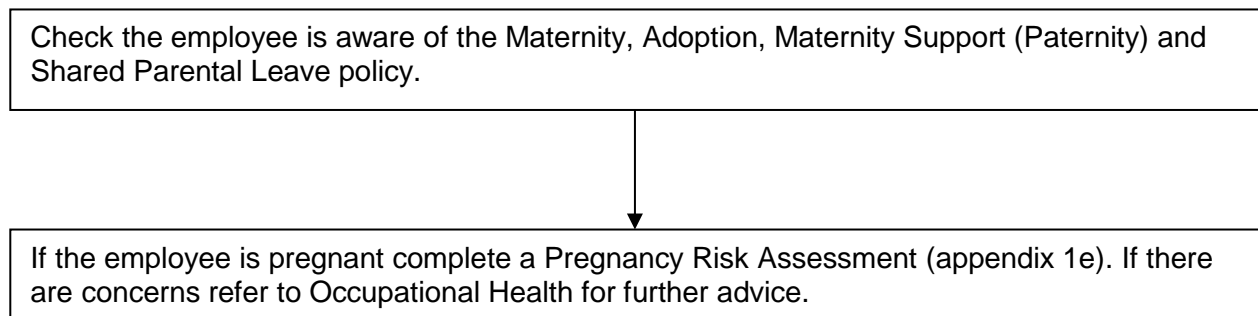
[Confirm outcome of discussions including agreed communications/ what/ when/ how/ anything else]

Yours sincerely

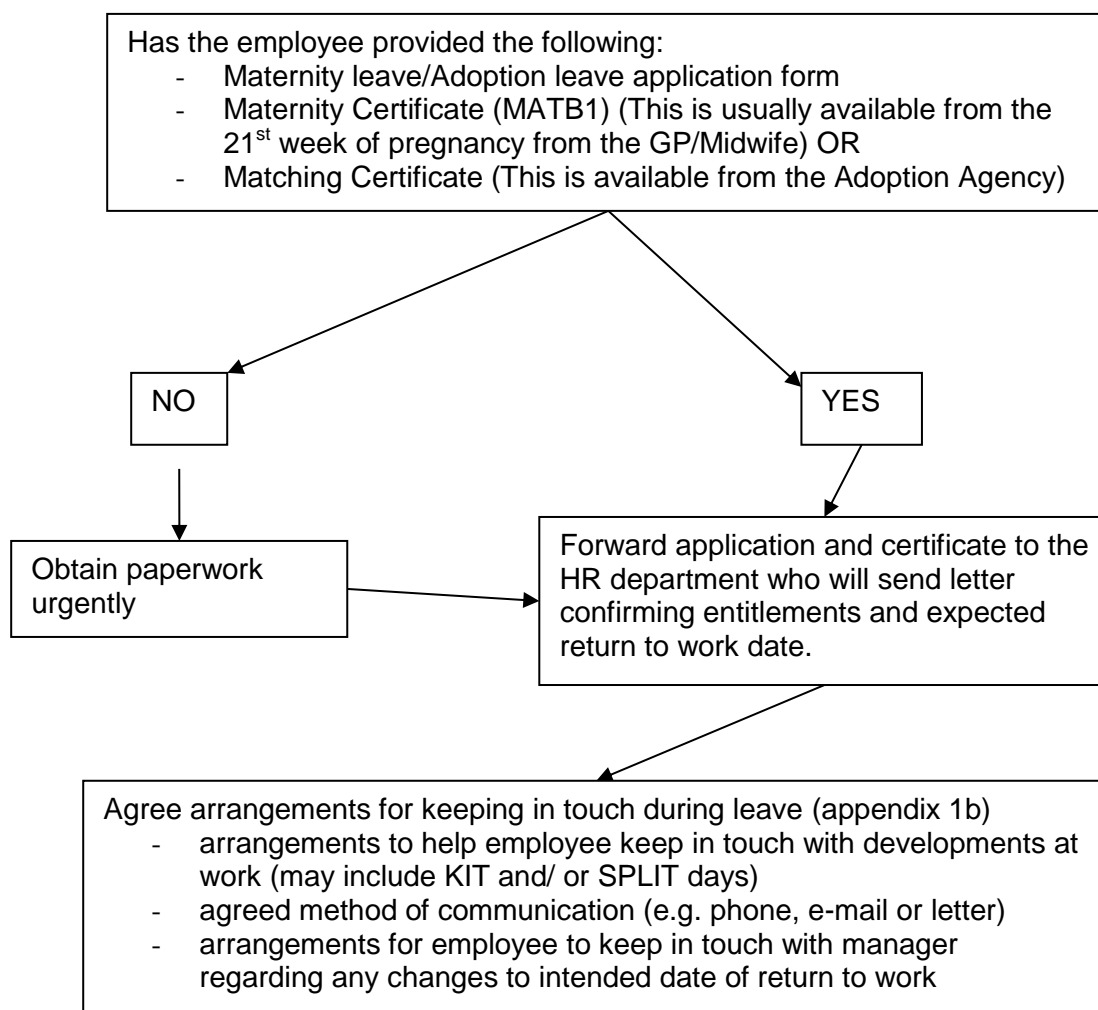
[Manager name]
[Job title]
[Contact phone number and email address]

APPENDIX 1c – flowchart for maternity and adoption leave

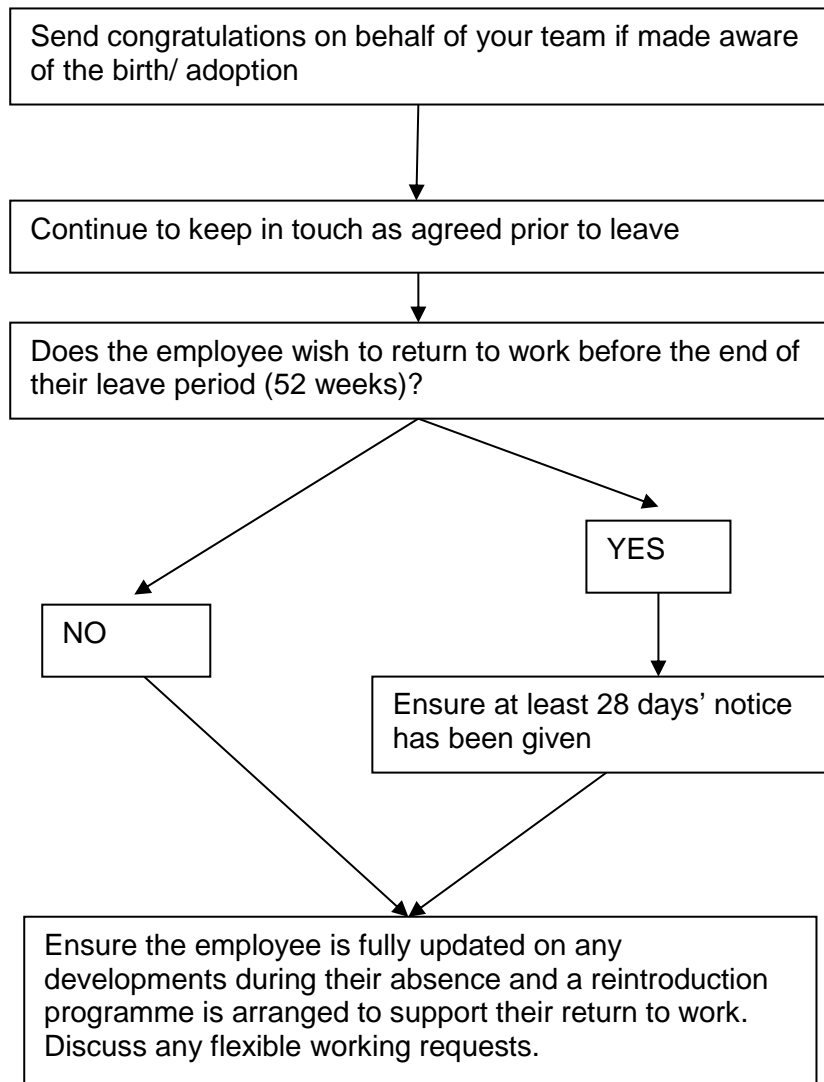
When you are informed of an employee's pregnancy/intention to adopt a child



15 weeks before the baby is due/within 7 days of notification of matching for adoption



When the baby is born/ adoption takes place



APPENDIX 1d – summary of entitlements for maternity/adoption leave and pay

ENTITLEMENT TO LEAVE AND PAY IF YOU <u>ARE RETURNING</u> TO WORK		
Your length of service	Leave entitlement	Pay Entitlement
Less than 26 weeks continuous service within the Trust at the QW	52 weeks maximum leave.	May qualify for occupational maternity/ adoption pay if NHS service is continuously 12 months or more at the QW
Less than 12 months NHS service but 26 weeks or more continuous service with the Trust at the QW	52 weeks maximum leave.	Statutory maternity adoption payments paid for 39 weeks as follows (subject to earnings being at least equal to the lower earnings limit for National Insurance Contributions): Weeks 1 – 6 inclusive - 90% of average weekly earnings Weeks 7 – 39 inclusive – lower rate SMP/ SAP
12 months or more continuous NHS service at the QW	52 weeks maximum leave.	Occupational maternity/ adoption payments paid for 39 weeks as follows: Weeks 1 – 8 inclusive - Full pay Weeks 9 – 26 inclusive – Half pay plus lower rate SMP/ SAP (if half pay plus SMP/ SAP and any other NI benefits exceed full pay the half pay will be reduced so that full pay is not exceeded) Weeks 27 – 39 inclusive – lower rate SMP/ SAP
<p>Full pay shall be calculated on the basis of your average earnings.</p> <p>The maternity/adoption pay will be recalculated and any arrears due will be paid if a backdated pay award is notified.</p> <p>Payment will be made at the same intervals as you normally receive your wage/salary.</p> <p>By prior agreement with the Pay Office, occupational maternity/ adoption pay may be paid in a different way, for example a combination of full pay and half pay or a fixed amount spread equally over the maternity/ adoption leave period.</p> <p>Lower rate SMP/ SAP is 90% of your average earnings or the standard rate SMP/ SAP, whichever is the lower. The current rate of SMP and SAP can be found on www.direct.gov.uk</p>		
ENTITLEMENT TO PAY IF YOU <u>ARE NOT RETURNING</u> TO WORK		
Your length of service	Pay Entitlement	
Less than 26 weeks continuous service within the Trust at the QW	Nil	
26 weeks or more continuous Trust service at the QW	Statutory maternity/adoption payments paid for 39 weeks as follows (subject to earnings being at least equal to the lower earnings limit for National Insurance Contributions): Weeks 1 – 6 inclusive - 90% of average weekly earnings Weeks 7 – 39 inclusive – lower rate SMP/SAP	
<p>The maternity pay will be recalculated and any arrears due will be paid if a backdated pay award is notified.</p> <p>Payment will be made at the same intervals as you normally receive your wage/salary.</p> <p>Lower rate SMP/SAP is 90% of your average earnings or the standard rate SMP/SAP, whichever is the lower. The current rate of SMP and SAP can be found on www.direct.gov.uk</p>		

APPENDIX 1e

MANDATORY RISK ASSESSMENT (DURING PREGNANCY)

Name of expectant mother:		Expected date of confinement:		Hours of work:	
Job title / band:		Department / Ward:		Shift work:	Yes / No Days / Nights (please circle)
Review Month	<input type="checkbox"/> 3 rd Month <input type="checkbox"/> 5 th Month <input type="checkbox"/> 7 th Month (tick as appropriate)				
Hazards / Risk / Working condition		Does this area apply?	Required action?	Action implementation date and comments	
Manual handling - increased risk of problems with posture when pregnant, or limitations of ability where the person has had a caesarean. Increased risk of back problems and muscular strains		Yes / No	Ensure the person has light duties not requiring too much physical exertion.		
Temperature extremes - risk of heat, dehydration or fatigue		Yes / No	Ensure the person has access to refreshments and regular short breaks.		
Workload / posture - fatigue from prolonged standing or too much physical work can be detrimental on the mothers health		Yes / No	Ensure seating is provided where possible and the person has access to short breaks. Does the work station need adjusting to accommodate girth?		

Stress / working excessive hours - can lead to raised blood pressure / tiredness.	Yes / No	Discuss and agree workload.	
Morning sickness - can lead to problems in attending early shifts and working with strong smells e.g. laboratories, kitchens, cleaning agents.	Yes / No	Flexible rotas to take this into account and flexible work allocation.	
Slippery surfaces - can be aggravated by poorer balance in later stages of pregnancy	Yes / No	Clean spills immediately and ensure sensible footwear is worn. Be careful when using stairs / use hand rails / lifts	
Violence and lone working. Is the person in contact with the public were violence can occur? Is there any threat of violence in the workplace?	Yes / No	Does she have access to support? How traceable is she? Please see Management of Violence and Aggression Policy	
Exposure to Ionising Radiation	Yes / No	Reduce the exposure to Ionising Radiation	
Exposure to cleaning chemicals	Yes / No	Ensure PPE is worn, reduce the exposure to chemicals	
Increased risk from contact with biological hazards e.g. Hepatitis B, HIV, Herpes, TB, Syphilis, Chickenpox, Rubella, Toxoplasma, Cytomegalovirus, Chlamydia, Listeria, parvo virus	Yes / No	Ensure exposure to biological hazards is eliminated or minimised	
Cytotoxic drugs	Yes / No	Ensure exposure to cytotoxic drugs is eliminated or minimised	
Have any medical conditions been defined such as Asthma, Bad Back?	Yes / No	Discuss workload	
Does the expectant mother need to be referred to the Occupational Health department?	Yes / No	Managers must review the original risk assessment during pregnancy	

Acknowledgement – Risk Assessment completed by:					
Line Manager name:		Line Manager sign:		Date:	
Expectant Mother name:		Expectant Mother sign:		Date:	
NEW MOTHERS: MANDATORY RISK ASSESSMENT (RETURNING AFTER PREGNANCY)					
Name of new mother:		Date of child's birth:		Department / Ward:	
Job title / band:		Date of return to work:		Hours of work:	
Hazards / Risk / Working condition		Does this area apply?	Required actions?		Action implementation date and comments
Notice of early return – following the compulsory maternity leave of two weeks you are allowed to return to work.		Yes / No			
On returning to work the mother should provide written notification that they are breastfeeding		Yes / No	Has a risk been identified? Can the risk be removed? Can your working conditions / hours of work be adjusted? Is there a breast feeding area for mothers to rest? Is there an area to express and store milk?		
Has the mother had a caesarean section and returned back to work within 6 weeks of the child birth? Increased risk of back pain and muscular strain.		Yes / No	Is the mother fit to return? Are there any adjustments to be made?		
Is the mother aware of childcare vouchers?		Yes / No			
Have any medical conditions been defined such as Asthma, Bad Back since the baby was born?		Yes / No			
Acknowledgement – Risk Assessment completed by:					
Line Manager name:		Line Manager sign:		Date:	

Mother name:		Mother sign:		Date:	
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Once completed both Mandatory Risk Assessment copies must be sent to:

- Department Manager
- HR Recruitment file
- Occupational Health
- Staff member

N.B Maternity Risk Assessments and the implementation of appropriate actions are a legal requirement