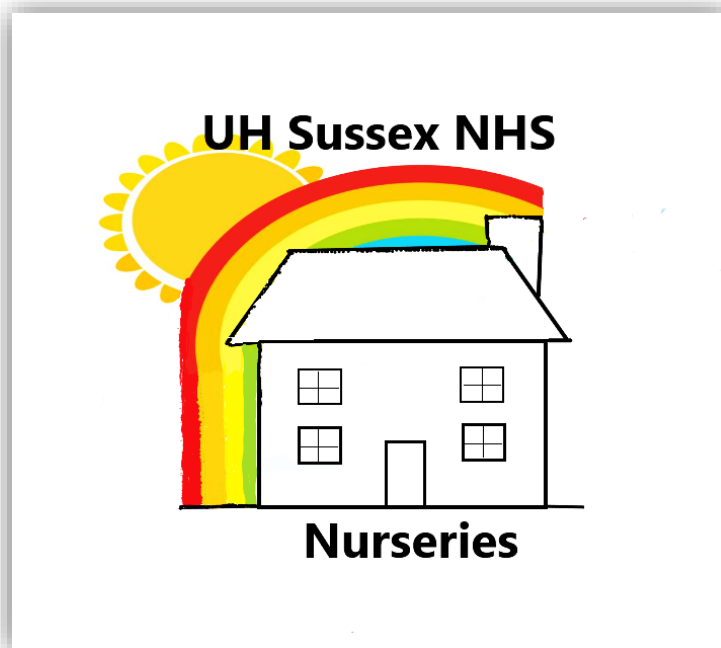


TRUST POLICY

Nursery Handbook – Parent or Carer on Maternity or Long-Term Leave Policy



Approval		
Director approval	Date approved:	13 th March 2026
Ratification		
Trust Management Committee	Date approved:	22 nd July 2026
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Version	Date	Author	Status	Comment
1.0	February 2026	Tracey Gregory and Lorraine Brunton	LIVE	New trust wide policy
2.0				

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1. Policy Statement

University Hospitals Sussex nurseries recognise that whilst a client is on maternity or long-term leave, they will still want to continue to access the nursery for their child.

The nursery management team acknowledges that during this time of excitement welcoming a new baby into a family or for a parent/carer to be on long-term leave from work it can also be unsettling for a child; the normality of a nursery routine can be important. Therefore, this policy is designed to support the parent or carer whilst on maternity/long term leave but also to ensure the service continues to deliver the requirements of the Trust with working staff.

2. Nursery Requests

Prior to maternity leave or long-term leave (example sickness through an operation) the Nursery Manager will meet with the parent and carer to discuss the dates of the leave and how the flexibility the service can provide to the family.

UH Sussex nurseries will endeavour to support the family by:

- The nursery will continue to provide sessional childcare during maternity or long-term leave.
- The parent or carer may wish to reduce the number of sessions a child attends during their absence from duty. A four week notice period in writing is required to do this.
- Sessions relinquished cannot be guaranteed to be available on your return to work.
- During maternity leave it is requested where possible that children attend between only the hours of 8.00am and 5pm, this will be discussed with individual families.
- Early and Late opening are to enable employed staff to be on duty however if circumstances require the support of additional family members for arrival and collections which are out of the above times please discuss with the Nursery Manager.
- Should you need a friend or family member to collect who is not known to the nursery staff then the security password written on your child's admission form should only be shared as required collecting the child.
- At the earliest possible time please inform the nursery if your child is not to attend their session.
- Fees will continue to be deducted from the salary whilst on maternity leave. If a parent or carer is no longer in receipt of a salary or the nursery fee exceeds the salary they will be invoiced.

- University Hospitals Sussex NHS FT nurseries reserve the rights to request that in circumstances such as significant illness or inclement weather which potentially impacts the legal staff:child ratios to ensure the service supports the Trust demands of working parents that a rearrangement or refund session may be advised.