



Maternity
Booklet
(Teaching
Staff)

1 April

2019

Produced by the Personnel: Schools Team V6.1

www.sefton.gov.uk

School:

Cambridge Nursery School

**Signed by the Chair of
Governors:**

Signed by the Head teacher:

Date:

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SCHEME APPLICABLE TO TEACHERS

NOTES ON MATERNITY LEAVE AND PAY ENTITLEMENTS FOR TEACHERS

Maternity leave and pay entitlements are complicated.

All pregnant employees have the right to maternity leave and most are also entitled to maternity pay. These statutory rights are contained in the Employment Act 2002.

You may also have an entitlement to maternity leave and pay in accordance with the Teachers' Conditions of Service Document. These are known as your contractual rights.

These notes have been prepared to help you to understand your rights and the choices available to you.

There are two application forms:

Form A/B is an application for Statutory Maternity Leave/Pay.

Form C is an application for Teachers Contractual Maternity Leave/Pay.

Form D is an application for General Maternity Pay/Leave

If you have an entitlement under both sets of regulations, please complete both forms.

If, after reading these notes, you are not clear about any particular aspect and require clarification, please do not hesitate to contact the Personnel Team - Schools, who will be happy to assist you further.

**Once completed, please return forms to Transactional HR, Payroll & Pensions,
PO Box 158, Bootle, L20 3WA.**

DEFINITIONS AND ABBREVIATIONS

A variety of terms are used throughout this booklet. To make it easier to understand your entitlements you should first familiarise yourself with these terms:

MPP	Maternity Pay Period. The period (up to 39 weeks) in which you can be paid Statutory Maternity Pay.
EWC	Expected week of childbirth. The week in which your baby is due.
QW	Qualifying Week. The 15 th week before the EWC. The qualifying week is established because by that time you must have at least 26 weeks' continuous service to qualify for statutory maternity pay.
OMP	Occupational Maternity Pay.
AWE	Average Weekly Earnings. The figure used to assess the amount of statutory maternity pay you will receive.
LEL	Lower Earnings Limit. You must earn above this limit to qualify for SMP. The lower earnings limit is reviewed in April each year. The Payroll Department will automatically notify you if you fall within this category and will forward the appropriate forms for you to apply for State Maternity Allowance.
SSP	Statutory Sick Pay.
Maternity Certificate	Usually known as Form MAT B1. This certificate is issued by your Doctor or Midwife showing the expected date of your baby's birth.
OML	Ordinary Maternity Leave. The initial 26 week period of maternity leave.
AML	Additional Maternity Leave. Additional 26 week period of maternity leave available to all employees.

SECTION A

Time Off for Ante-Natal Care

Pregnant teachers have a right to reasonable time off with pay for ante-natal care. This will be granted to all pregnant teachers regardless of service or hours of work and includes appointments at hospitals, doctors or ante-natal clinics.

However, teachers have an obligation to minimise time off work and should arrange appointments outside working hours wherever possible. Where it is not possible to arrange appointments outside working hours paid time off is allowed for the appointment and for travelling time where appropriate.

You are not required to make up any working time lost due to ante-natal appointments.

You should provide written evidence of your medical appointments to your Head teacher in advance in order that any necessary arrangements can be made to cover your absence and also so that colleagues know where you are.

Time off for other forms of ante-natal care, e.g. relaxation classes, etc, are not covered in this agreement as arrangements can usually be made outside of working hours. However if it can be evidenced that such care is being taken on medical advice, time off to attend may be granted.

From 1st October 2014, an expectant father or the partner of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. Employees accompanying the expectant mother are entitled to unpaid leave for 1 or 2 appointments. The time off is capped at six and a half hours for each appointment.

The employee does not need to provide evidence of the appointment, they must however submit a declaration stating the date and time of the appointment, that they qualify for the unpaid time off through the relationship with the mother/child and that the time off is for the purpose of attending the antenatal appointment.

Health and Safety

Employers are obliged to assess risks to all employees. In particular they must pay attention to employees who are pregnant and take any action necessary to ensure that the employee or their unborn child is not exposed to any significant risks.

Normal health and safety procedures should be sufficient to prevent or control risks to expectant mothers. However, if you feel that your work involves any task that may involve significant risks to you or your baby you should raise the matter with your Head teacher. Alternative arrangements may need to be considered and implemented where, as the result of a risk assessment, there are genuine concerns. Further information is available at www.hse.gov.uk/mothers. If you do have any concerns further information can be obtained through your Health and Safety Advisor or by contacting the Health Unit on telephone 0151 934 3650.

SECTION B

Applying for Maternity Leave

All employees are entitled to take both six months 'ordinary' and six months' additional maternity leave, providing a right to one year's maternity leave in total.

This right applies to all female employees, regardless of their length of service.

Applying for Maternity Leave

You must inform your School and Payroll, **IN WRITING**, at least 28 days before you intend to stop work, please complete the appropriate enclosed Notification of Pregnancy and Application for Maternity Leave/Pay forms.

If you are unsure whether or not you intend to return to work you can opt for your 12 weeks half pay entitlement to be suspended. It is better to change your mind during your leave and be paid the half pay on your return to work, rather than have to repay it.

You must also enclose your MAT B1 Certificate which will be issued to you by your Doctor/Midwife approximately 14 weeks before the expected date of childbirth.

Upon receipt of your forms, Payroll will confirm to you the details relating to your maternity leave.

When can you start your Maternity Period?

You may start your MPP on any day of the week from the beginning of the 11th week before your EWC, right up to the birth.

Your pregnancy is measured in weeks, your Expected Week of Childbirth is Week 40. When calculating your entitlement to leave week 1 will always commence at the beginning of the **actual** week your baby is born.

The calendar (shown on a separate spreadsheet) is represented in weeks before and after your EWC and can be used to chart some of the important dates of your pregnancy. It outlines the steps you need to take and when. You can also use this calendar to record ante-natal and Doctors' appointments etc.

If a teacher is absent from work 'wholly or mainly because of childbirth' after the beginning of the 4th week before the EWC, maternity leave will be automatically triggered. This is regardless of how long the absence is, e.g. half a day, a day, etc. Where the MPP is triggered by the start of the pregnancy-related illness the maternity pay can start on any day of the week.

Any sickness absence during pregnancy (including sickness absence during the school holidays) must be notified to Transactional HR Payroll and Pensions Department in the usual way and medical certificates submitted for absences longer than one week.

When a baby is born before the maternity leave is due to commence, maternity leave will start on the day following the birth.

Notification Requirements – By Teacher

Statutory rights to maternity leave are all dependent on teachers complying with stringent notification procedures. Teachers must give written notification of:

• Fact of pregnancy	By 15 th week before expected week of childbirth.
• Week baby is expected to be born	By 15 th week before expected week of childbirth.
• Intention to take maternity leave	By 15 th week before expected week of childbirth.
• Start of maternity leave	At least 28 days before leave is to start.
• Exercise of right to return	The expectation is that teacher will take their full entitlement to maternity leave, i.e. 52 weeks. Therefore, teachers returning to work at the end of their maternity leave period need give no prior notice of their return.
• Early return from maternity leave	Must give at least 21 days' notice if you wish to return before the end of your maternity leave entitlement.

Notification requirements – By Employer

• Response in writing to notification giving date by which teacher must return	Within 4 weeks of notification.
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SECTION C

MATERNITY PAY

Maternity pay falls into two categories:

Statutory Maternity Pay (SMP)

And

Occupational Maternity Pay (OMP)

To qualify for pay under the above schemes you must satisfy certain criteria. Eligibility for both schemes is detailed below.

Statutory Maternity Pay (SMP)

Statutory Maternity Pay (SMP) is a scheme for most female employees to get a basic amount of maternity pay. Eligibility for SMP is assessed at the beginning of the 15th week before the Expected Week of Childbirth (EWC), i.e. the Qualifying Week (QW).

To qualify for SMP you must:

- have been employed continuously by Sefton MBC for at least 26 weeks, by and including the 15th week before the week that the baby is due,
- have average weekly earnings above the lower earnings limit for the payment of National Insurance contributions which applies in the qualifying week,
- still be pregnant at the 24th week of pregnancy (or have had the baby by that time),
- Provide notification of your intention to take maternity leave by the 15th week before your EWC (unless this is not reasonably practicable).
- provide notification of your EWC (Form MAT B1) and when you want to start your maternity leave. If you change your mind about when you want to commence your maternity leave you can do so providing you give at least 28 days notice in advance.

If you satisfy the criteria, regardless of the number of hours you work, you will be entitled to SMP. The payments are:

6 weeks @ 90% of average weekly earnings
plus

a further 33 weeks @ the current rate (£148.68 per week as at April 2019) or 90% of earnings if this is less than the current rate.

SMP is subject to PAYE and NI contributions and Pension (where applicable) and is payable only for complete weeks. There is no daily rate.

Note:

- If you return to work for the Authority during your MPP you will be allowed to work up to a maximum of 10 days without losing SMP. These days are called Keeping in Touch days (KIT). If you work for more than 10 days, you will lose one week SMP for each week or part week that you work.
- If you leave the Authority for any reason after the 15th week before the EWC you will still be entitled to receive SMP as long as you do not start working for a new employer.

Other circumstances which will affect your entitlement to SMP are as follows:

- if you return to work before the end of the MPP (21 days' notice is required). (N.B. you are not allowed to return to work within 2 weeks of the date on which you give birth (Compulsory Leave Regulations 1994))
- if you are taken into legal custody
- if you start work, after your baby is born, for an employer who did not employ you in the 15th week before EWC.

IT IS YOUR RESPONSIBILITY TO INFORM THE SCHOOL IF ANY OF THESE EVENTS OCCUR.

How to claim SMP

Complete the enclosed Application for Statutory Maternity Leave/Pay (**Form A/B**) giving at least 28 days' notice. If this is not possible, then notice must be given as soon as reasonably practicable.

Provide evidence in the form of MAT B1. A medical certificate is valid only if the doctor's name and address is **stamped** in the space provided or, if it was issued by a midwife, showing her registration number.

IF YOU INTEND TO RETURN TO WORK AFTER YOUR BABY IS BORN, YOU MAY ALSO QUALIFY FOR CONTRACTUAL MATERNITY PAY.

TEACHERS' CONTRACTUAL MATERNITY LEAVE

The Teachers' Contractual Maternity Scheme applies to all pregnant teachers regardless of the number of hours worked per week.

NB: Teachers on temporary contracts will only have contractual maternity rights for as long as they remain employees. Where their contract terminates during maternity leave, this will end their maternity leave, contractual maternity pay and employment (although statutory maternity pay may continue).

Teachers who resign before commencing maternity leave are also excluded from contractual maternity payments.

Initial obligations on the Teacher

To benefit from the scheme the teacher must:

- (a) Continue to be employed by the school immediately before the start of her absence.
- (b) Complete the Authority's Application for Maternity Leave/Allowances **Form C** giving at least 28 days' notice of the commencement of maternity leave.
- (c) At the time of giving notification under (b) above, declare that she intends to return to work with the school (if that is her intention and she can return to work).

OCCUPATIONAL MATERNITY PAY (OMP)

Payment of salary to a teacher who has completed not less than one year's continuous service at the beginning of the 15th week before the EWC shall be paid as set out below and shall be made on condition that she will be available, or able, to return to work for at least 13 weeks (including periods of school closure). Where, with the Head teacher's agreement, the teacher returns to work on different contract hours, the obligation to return is fulfilled when the period equates to 13 weeks' service relating to her previous contract.

Teachers' contractual allowances:

For the first 4 weeks of absence: **Full pay, offset against SMP or Maternity Allowance (MA).**

For the next 2 weeks: **9/10ths of a week's pay, offset against SMP or MA.**

For the next 12 weeks: **½ pay without deduction except to the extent by which combined pay and SMP or MA exceeds full pay.**

For the next 21 weeks: **SMP only.**

For any remaining absence: **Nil pay.**

Payment of the allowances detailed above is conditional on the teacher returning to work for a period of at least 13 weeks. If she fails to do so, the allowances will be forfeited. A woman with at least one year's continuous service, however, is entitled to retain the first 6 weeks' payments.

THESE NOTES ARE FOR GUIDANCE ONLY. THE DEFINITIVE STATEMENT OF CONDITIONS IS SET OUT IN THE APPROPRIATE NATIONAL AGREEMENT. IF YOU NEED FURTHER ASSISTANCE, PLEASE CONTACT THE PERSONNEL TEAM - SCHOOLS.

Maternity Allowance

If you do not have 26 weeks' continuous employment but have been employed or self-employed in at least 26 weeks of the 66 weeks immediately preceding the E.W.C., you may be entitled to [Maternity Allowance](#) (MA). You must have average earnings of £30 or more per week. The MA rate is £148.68 per week (effective from April 2019) (or 90% of a woman's average weekly earnings if this is less than £148.68 a week) payable for 39 weeks. The latest you will be able to start getting MA will be the day after the baby is born.

To apply for Maternity Allowance complete **Form D** in Annex A. If you meet the criteria, Payroll will send you a claim form and form SMP1 to enable you to claim along with a letter explaining who to contact (DWP/ Payroll). Your claim to the DWP for MA will be decided on the work you have done in your Test Period (this is the 66 weeks before the week you expect to have your baby). When you complete your claim form, you will be required to provide original payslips for the 13 weeks in which you earned the most in your Test Period to the DWP along with your original MATB1 certificate.

If you are not entitled to either Statutory Maternity Pay or Occupational Maternity Pay you will be entitled to receive pay equivalent to the Ordinary Paternity Leave Scheme. Details of this scheme are available on the schools intranet. You can apply for this payment also using **Form D** in Annex A.

You will not, however, be entitled to receive this payment in addition to any maternity allowance payable. Consequently, any payment made under the Ordinary Paternity Leave Scheme will be offset by any Maternity Allowance.

How entitlements can be affected by:

- **Premature Births**

If your baby is born prematurely, your SMP may or may not be affected, depending on how premature the birth is.

If your baby is born after your maternity pay period (MPP) has started, your SMP will not be affected. You will be paid in the same way as if the baby had been born when it was due.

If your baby is born before your MPP has started but after the qualifying week, you must, if reasonably practicable, inform Payroll of the birth within 3 weeks. You will then receive the SMP due to you but the pay period will now run for 39 weeks from the day following the date of birth.

If your baby is born before or during the qualifying week, you must, if reasonably practicable, inform Payroll of the birth within 3 weeks. The payment period will run from the day following the date of birth.

If your baby is born earlier than expected and before you have given the School notice that you intend to stop work to have a baby, you can still get the full 39 weeks' SMP. The MPP will start the day following the date of birth. You must ask the Doctor or Midwife to write the expected date and the actual date of birth together on part B of the maternity certificate (Form MAT B1).

Within three weeks of the start of the MPP, you must provide written evidence that you were away from work because of your baby's birth – the baby's birth certificate will suffice.

- Twins or Multiple Births

If you are expecting more than one baby, your entitlement to SMP is exactly the same as if you were expecting only one.

- Stillbirths

If your baby is stillborn earlier than the 24th week of your pregnancy, you won't be able to get any Maternity Pay, but you may be able to get Statutory Sick Pay. If your baby is stillborn after the start of the 24th week of your pregnancy, you are entitled to the same SMP and OMP you would have received if your baby had been born alive.

SECTION D

GENERAL CONDITIONS

1. Contact During Your Maternity Leave

Your Head teacher is entitled to make reasonable contact with you during your maternity leave (and vice versa). He/she will contact you, for example, to discuss your plans for returning to work, or to keep you informed of important developments at the workplace, etc. You will also be informed of any relevant promotion opportunities, job vacancies and training opportunities that arise during your maternity leave.

2. Working During Your Maternity Leave (Keeping in Touch (KIT) Days)

You can work during your maternity leave on a 'keeping-in-touch' (KIT) day without bringing your maternity leave to an end or losing your SMP. You can work for up to 10 KIT days during your maternity leave but you cannot work on such a day until at least two weeks after the birth of the child.

Working for part of a day will count as one day. If more than 10 days are worked you will lose your SMP for any week in which you do any further work. Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace. You and your Head teacher must agree that you will work on a KIT day.

3. Payment for Keeping In Touch Days

For any KIT days worked, you will be paid your normal rate of pay for the hours worked on those days. The hourly rate is calculated by dividing your salary by 1265 (the number of hours directed time a full time teacher is required to be available to work). If you are in receipt of any OMP and/or SMP or SMA your KIT days will be offset against these, if your total pay exceeds your normal rate of pay for the hours/days worked. You will pay pension contributions equivalent to a full calendar day based on your contract hours and allowances regardless of whether you have worked a full day. Sefton will also pay contributions based on a full calendar day.

- If you are receiving SMP and/or OMP your pay will be offset against any money you were due for the week. For example, if you were in a normal SMP week and earned £50.00 for a KIT day, you would retain your SMP, although the £50.00 earned will be offset against this, meaning you would receive the normal SMP amount for the week and no additional payment for the KIT day worked.

Note: that SMP/SAP/SPP/ShPP is a weekly benefit so the amount of SMP due for that week is used to offset against any contractual payment due for working KIT day(s) in the same week. This can result in little or no additional pay for working a KIT day during any period of paid relevant child related leave.

- If you are in any **additional unpaid period** of child related leave, you will be paid for the hours you have worked at your normal rate of pay.

Examples

Scenario 1

If an employee earns £100 for a KIT day, she will be paid her full SMP for that week as the flat rate of SMP is more than £100. Her SMP will be offset against the £100 earned, meaning that she will be paid £148.68 for the week. They will not be paid £100 as well as the SMP for that week as their SMP has been offset against the contractual pay.

Scenario 2

If she earns £150 for the KIT day then her SMP for the week will be offset against this. Total pay for week would be £150, made up of £148.68 SMP and £1.32 in addition.

Scenario 3

If she works for three KIT days in the same week and earns £300 for the KIT days, she will be paid £300. Her SMP of £148.68 is offset against the contractual pay paid to her for the same week so she does not receive both. Total pay for this week would be £300, made up of £148.68 SMP and £151.32 in addition.

Scenario 4

If the KIT is taken when no SMP is being paid then in scenario 1 £100 would be paid for the day.

To claim for any KIT days worked, complete the claim form at Annex C and send certified forms to the Payroll Department. Maternity leave will not be extended if you have carried out some work during this period.

Please contact the Personnel Team – Schools if you have any queries with regard to KIT.

For any KIT days worked, you will be paid your normal rate of pay for the hours worked on those days. The hourly rate is calculated by dividing your salary by 1265 (the number of hours directed time a full time teacher is required to be available to work). If you are in receipt of any OMP and/or SMP or SMA your KIT days will be offset against these, if your total pay exceeds your normal rate of pay for the hours/days worked. You will pay pension contributions equivalent to a full calendar day based on your contract hours and allowances regardless of whether you have worked a full day. Sefton will also pay contributions based on a full calendar day.

Maternity leave will not be extended if you have carried out some work during this period. To claim for any KIT days worked, complete the claim form and send certified forms to the Payroll Department.

4. Annual Leave

Teachers have a statutory entitlement to 28 days annual leave, which should be taken during school closure periods, either before or after the maternity leave period. On your return, you may take outstanding leave during term time if there are inadequate school closures in that leave year.

You can carry over leave to the next leave year if your return date is near the end of the leave year and there is insufficient time to take your entitlement. It can be stipulated that this leave is taken during school closure periods; this would be after the leave for that leave year has been accounted for.

Neither the School nor teacher can make a decision for leave to be carried over to the next year if there is sufficient time to accommodate the leave in the current year.

If you decide not to return to work following maternity leave, a payment in lieu of annual leave will be made if full leave entitlement has not been taken.

5. Pension Contributions

Please contact the Pensions Department for information.

6. Ordinary Paternity Leave

New fathers/partners/nominated carers are entitled to 2 weeks ordinary paternity leave (previously known as maternity support/paternity leave).

The first week is paid at normal pay and a further week's leave is available paid at the Statutory Paternity Pay rate, which is currently £148.68 per week (or normal pay if this is less than £148.68 per week).

All employees applying for ordinary paternity leave will be required to complete an application form OPL1. Further information is available on the schools intranet.

7. Shared Parental Leave/Pay

Shared Parental Leave (SPL) enables eligible parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with their child.

Eligible parents can take up to 50 weeks SPL on a continuous or discontinuous basis. They may also be eligible to Shared Parental Leave Pay. In order to take SPL the mother must curtail (cut short), or give notice to curtail Maternity Leave. Please refer to the SPL policy on the schools intranet for further information.

Please note that a mother who takes the decision to curtail (or cut short) their maternity leave to take SPL will no longer be entitled to Occupational Maternity Pay, if still applicable, and will receive Statutory Shared Parental Pay. Please refer to the SPL policy on the schools intranet for further information and contact the Personnel Team - Schools if you are considering applying for this policy.

8. Nominated Carers

We recognise that situations may arise where a person other than the father acts as the mother's sole support at or around the time of the birth, e.g. a close relative or friend.

Employees in this situation can be regarded as 'nominated carers' and are eligible for ordinary paternity leave. Nominated carers applying for leave will need to complete Form OPL1, giving brief details of the particular circumstances.

SECTION E

Teachers Returning to Work

- (a) All teachers regardless of hours of work or length of service have the right to return to work. In some instances, e.g. because of redundancies or reorganisation, it may not be practical for you to return to your original job. However, in such cases a suitable alternative post will be offered if available. Suitable alternative employment is employment on terms and conditions which are not substantially less favourable than those previously held. Should this situation arise, considerable discussion will take place with you, the Head teacher and a Human Resources Officer, to enable the return to work to progress as smoothly as possible.
- (b) The expectation is that you will take your full entitlement to maternity leave, i.e. 52 weeks. Therefore, if you return to work at the end of your maternity leave period you need give no prior notice of your return.
- (c) If you wish to return prior to the end of your full entitlement, i.e. 52 weeks or an agreed date, you must provide written notification of your proposed return date at least 21 days in advance of your return.
- (d) Failure to comply with the above advance notification period relative to an early return may lead to your return being postponed until sufficient notice has been given or until the maternity leave period has expired, whichever is earlier.
- (e) Should you fail to return to work having given an undertaking to do so, you will be regarded as having terminated your employment with effect from your due date of return, unless, prior to this date, you submit a medical certificate or details of other exceptional reasons acceptable to your School.
- (f) You must return to work for a period of at least 13 weeks (including periods of school closure) after the birth, in order to retain your entitlement to 12 weeks' half pay (OMP). If you are unsure as to whether you will be returning to work you should suspend any entitlement to 12 weeks' half pay (OMP) until you return. This will then be payable in a lump sum.
- (g) Where the Head teacher agrees, a full-time teacher may return to work on a part-time basis for a period which equates to 13 weeks of full-time service. Similarly, where the Head teacher agrees, a part-time teacher may return to work on a different part-time basis for a period which equates to 13 weeks part-time service relating to her previous contract.
- (h) The 13 week period (or part-time equivalent) starts from the date the teacher returns to work or the date during the school holiday on which the teacher is declared medically fit to be available to work.

Breastfeeding

You may wish to continue breastfeeding when you return to work. You will be entitled to reasonable time off without loss of pay and benefits, to express milk or breastfeed at or near your place of work. You are required to give your Head teacher 28 days' notice of your intention to breastfeed on your return to work. This will ensure that the necessary arrangements can be made to meet the request as well as the needs of the service. A risk assessment will also need to be carried out before you return to work.

Flexible Working Arrangements

If you think you may wish to reduce your hours on your return, either on a temporary or permanent basis, you should inform your Head teacher at least three months before your anticipated date of return. NB. There is a presumption that any temporary arrangement will last no longer than 12 months.

All employees are entitled to request flexible working arrangements and a set procedure is in place to consider such requests. Specific reasons must be given for the rejection of any reasonable request. Further details are available in the Work Life Balance policy on the schools intranet.

Parental Leave Policy

The right to parental leave entitles all employees, who have completed one year's qualifying service, to take a period of unpaid leave to care for a child.

The entitlement is:

- 18 weeks parental leave for each child until the child's 18th birthday

(This is pro rata for part-timers).

The leave can be taken in one block or at specified periods in blocks of one week.

There are a number of conditions of the policy including specified notice periods, the right of School to postpone leave where the leave would adversely affect service provisions and application procedures.

Further details can be found in the Work Life Balance policy on the schools intranet or from your School.

SECTION F

Childcare Provisions

Should you decide to return to work you will obviously wish to select the best and most appropriate care for your baby. There are a variety of options available and the advantages and disadvantages of each option should be carefully analysed before you make your decision.

Here are some of the options open to you.

Childcare Vouchers

The Council has selected [Fideliti Ltd](#) to provide a Childcare Voucher Scheme to employees of the Council.

Childcare Vouchers are **Non-Taxable and exempt from National Insurance**. Parents using Childcare Vouchers for childcare costs can purchase up to the value of £243 per month per parent. This means that potentially employees can save a **maximum of £933 per annum**. A significant benefit of the scheme is that the vouchers are not restricted to one parent alone that means double the savings. Higher rate tax payers are eligible to receive £28 per week in childcare vouchers which gives a maximum saving of £625 per annum.

Employees who are currently paying for childcare simply receive childcare vouchers as part of their salary in return for sacrificing part of your salary. Employees can sign up by contacting Fideliti Ltd on the number below.

The vouchers can be used to pay for most types of registered or approved childcare. The choice of childcare remains with the employee and Fideliti Vouchers are widely accepted by day nurseries, childminders, nannies and holiday and out of school schemes. If you use a childcarer who is not registered with Fideliti it is a simple process for them to register and they should contact Fideliti on **0800 288 8727**.

For more information please contact Fideliti on freephone **0800 288 8727**. Alternatively, you can apply on-line at the [Fideliti Voucher Scheme website](#) quoting reference **SEF2487**.

Please note that childcare vouchers will cease if an employee has a period of statutory or unpaid maternity leave. An employee can elect to continue to pay for vouchers from their occupational maternity pay.

If you are already signed up to receive childcare vouchers and you are expecting another baby, you should consider the following information:

- Statutory Maternity Pay (SMP) is calculated on your 'average weekly earnings' during weeks 17 – 25 of your pregnancy.
- For the purpose of calculating SMP your lower salary (after childcare vouchers have been deducted) will be used.
- By remaining on the voucher scheme throughout your pregnancy your SMP will be reduced.
- To ensure that your SMP is not reduced, you should consider whether to leave the childcare voucher scheme by week 17 of the pregnancy.

NB: A salary sacrifice arrangement cannot reduce an employee's cash earnings below the National Minimum Wage. If you fall into this category you will be unable to join the scheme. Please note that your entitlement to some benefits are based on the amount of NICs that you pay, and others on the amount of your earnings, entering into a salary sacrifice may affect your current or future entitlement to a range of benefits.

You may be able to get help with your childcare costs through the childcare element of the Working Tax Credit from the HMRC website at <http://www.hmrc.gov.uk/taxcredits/start/who-qualifies/children/childcare-costs.htm>

Important Changes to Childcare Vouchers from October 2018

From October 2018, childcare voucher schemes will close to new applicants. You may be able to get [Tax-Free Childcare](#) instead.

You can keep getting vouchers if you've joined a scheme and get your first voucher **before** the scheme closes in October 2018, as long as:

- you stay with the same employer and they continue to run the scheme
- you don't take an unpaid career break of longer than a year

Which scheme you're better off with depends on your situation. Use the [childcare calculator](#) to work out which type of support is best for you.

Government Tax-Free Childcare

[Tax-Free Childcare](#) is a new government scheme to help working parents with the cost of childcare. Parents will be able to open an online account, which they can use to pay for childcare from a registered provider. Your childcare provider must be signed up to the scheme before you can pay them and benefit from Tax-Free Childcare.

For every £8 a parent pays in, the government will pay in an extra £2. Parents can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare, or £4,000 for disabled children. The scheme will be available for children aged 11 or under and usually live with you (or 17 for children with disabilities). They stop being eligible on 1 September after their 11th birthday. Adopted children are eligible, but foster children are not.

To qualify, parents will have to be in work, and each earning at least the National Minimum Wage or Living Wage a week. Each parent must not have income over £100,000 per year.

If you get Tax Credits, Universal Credit or Childcare Vouchers

You can't get Tax-Free Childcare at the same time as claiming Working Tax Credit, Child Tax Credit, Universal Credit or childcare vouchers.

Further information is available via the Government's website

<https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

Private Day Nurseries

Private day nurseries are registered and inspected by Statutory Bodies. Age ranges for nurseries vary, i.e. 0-2 or 2-5, etc, and some place restrictions on entry to the various categories, for example, some establishments stipulate that children must be toilet trained before they are accepted. The environment of nurseries offers good background preparation for school.

Childminders

Childminders are also registered with the Local Authority but they care for children within their own home. The number of children they are allowed to care for at any one time is restricted but varies slightly dependent upon their individual circumstances, i.e. the size of their premises and their number of years experience. However, minimum Adult/Child ratios do apply as follows:

1 Adult : 3 Children	for children aged under 5
1 Adult : 6 Children	for children aged 5-7 years
1 Adult : 6 Children	for children aged under 8 years (with no more than 3 children under 5 years).

In addition a maximum of:

1 child to be provided for at any one time within the age range of 0-12 months.

2 children to be provided for at any one time within the age range of 12-24 months.

These figures include any children of their own.

Childminders tend to offer the greatest flexibility of hours and in some cases can offer the added advantage of collecting your child and/or living locally.

Please check that the childminder you are considering is registered.

Relatives

Having someone from your family to look after your child can be a very successful arrangement and is the most common form of childcare used throughout the country. Remember, however, that they may have different ideas from your own about how to bring up children.

General

It is always helpful to seek advice and guidance from friends and relatives on the issue of childcare. However, you must not be unduly influenced by other people's views on what is best for you and your baby, weigh up all the advantages and disadvantages of the options available. It is advisable to check out any facilities that you are considering by calling at the premises to assess the situation. Ask yourself:

- Do the children seem happy?
- Are they engaged in educational activities?
- Are the facilities adequate?
- Is there a comfortable and relaxed atmosphere?

Further information is available from Sefton Families Information Service on the Council's website or on 0845 140 0845/fis@sefton.gov.uk.

SECTION G

Help and Advice After Your Baby is Born

Registering the Birth

You will have to register the birth of your child within the first six weeks at your local Registry of Births, Marriages and Deaths. The Registrar will give you a birth certificate.

Local Registrars can be found at:

North Sefton: Southport Town Hall, Southport, PR8 1DA
Tel. 0151 934 2011/2018

South Sefton: Waterloo Town Hall, Great George's Road, Waterloo, L22 1RB
Tel: 0151 934 3047

You will need to register the birth in order to obtain any benefits to which you may be entitled.

Child Benefit

Child Benefit is a tax free benefit paid to each of your children however, your right to Child Benefit depends on income. You should claim as soon as possible after the birth as benefit can only be backdated up to a maximum of six months from the date of your claim.

Child Support Maintenance

The DWP is responsible for the child maintenance system. It funds information and support for separating parents and runs the statutory child maintenance scheme.

Tax Credits

[Tax credits](#) are a payment from the government. If you're responsible for at least one child or young person, you may qualify for Child Tax Credit. If you work, but are on a low income, you may qualify for Working Tax Credit. You can often get both types of credit.

Application forms for claiming benefit as well as information leaflets are available from your local Welfare Rights Section.

SECTION H

Questions and Answers:

1. Q. **Does it matter what day of the week I commence maternity leave?**

A. If you continue to work after the 11th week before the week your baby is due you can choose when you want your SMP to start. SMP will start from any day you choose, once you have stopped work to have your baby. This means that your SMP should start from the first day of your maternity leave, unless:

The baby is born more than 15 weeks before the due date,

or

The baby is born before the intended start date of leave,

or

You have a pregnancy related illness (after the 4th week before your EWC).

2. Q. **What if I fall ill before my maternity leave commences?**

A. If you are not fit to work during your pregnancy you may be entitled to Statutory Sick Pay, however, sick pay cannot be paid **in addition to** Statutory Maternity Pay.

The disqualifying period for S.S.P. will run for 26 weeks beginning at the start of your maternity pay period. If you fall sick after the 4th week before your E.W.C. entitlement will depend upon the nature of the illness. During this period S.S.P. can only be paid if the sickness is **unrelated** to pregnancy. However, any periods of sickness absence on or after the 4th week before the E.W.C. which are **pregnancy related** will automatically trigger the maternity pay period commencing on the day after the first complete day of absence from work.

3. Q. **Can I reduce my hours to part-time on my return to work?**

A. There is no automatic right to do this but your Head teacher will assess the practicalities of allowing you to return on a part-time basis, or any other flexible arrangement and, providing it is operationally possible, no reasonable request should be refused. Employees wishing to return to work on a job share arrangement must make such a request to their Head teacher at least three months before their expected date of return.

4. **Q. I wish to stay at work as near as possible to my EWC, what do I need to do?**
- A. You are able to work right up to the day before your baby is due to be born provided you are fit to do so. SMP will start from any day you choose, once you have stopped work.
5. **Q. What if I change my mind and do not wish to return to work?**
- A. Should you choose not to return to work and you have received 12 weeks occupational maternity pay at half pay, you must pay back this money to the Authority. However, it is possible to calculate the refund on a pro rata basis. For example, if you have returned for 2 months the refund will be one month's $\frac{1}{2}$ pay rather than the full 3 month amount.
6. **Q. What if I fall sick on my intended date of return to work?**
- A. Should you fall sick on your intended date of return; medical certificates will be required in the normal manner. If you have returned within the Statutory Maternity Pay (SMP) period you will receive SMP and Occupational Sick Pay (OSP). If you have returned after the SMP period you will receive sick pay in accordance with the Council's sick pay policy.
7. **Q. What will I be paid if I work a KIT day?**
- A. You may receive additional payment only for the hours that you work, which is calculated as follows:
- KIT day whilst receiving occupational maternity pay (i.e. full pay) = no additional payment will be made.
 - KIT day whilst receiving statutory maternity pay = the statutory rate will be used to offset against any contractual payment for the hours that you work on a KIT day (see examples on page 18)
 - KIT day whilst on unpaid maternity leave = your normal basic pay for the hours that you work.

It is advisable that you speak to a member of the Personnel Team - Schools prior to undertaking a KIT day to ensure that you understand what your payment will be and when it will be received.

Annex A

Application for Statutory Maternity Pay Only

Form A/B - Should be completed by employees who have been continuously employed by Sefton MBC for at least 26 weeks continuing into the 15th week before the EWC (i.e. for employees who have less than one year continuous local government service)

Application for Teachers Contractual Maternity Pay

Form C - Should be completed by teachers who have at least one year's continuous service (calculated at the beginning of the 15th week before the EWC).

Application for General Maternity Leave/Pay Equivalent to Ordinary Paternity Pay

Form D - Should be completed by all employees who have **less than 26 weeks continuous service** and are who are not therefore eligible for statutory or occupational maternity pay

Completed forms should be forwarded to your Head teacher.

FORM A/B

Teaching Staff

**NOTIFICATION OF PREGNANCY AND
APPLICATION FOR STATUTORY MATERNITY LEAVE/PAY**

Please complete this form and submit it to your School as soon as possible and **no later than 28 days before your absence is due to begin**. Please read the notes contained within this booklet before completing the form and, if in any doubt, consult the Personnel Team - Schools.

I hereby declare that I am pregnant and apply for Statutory Maternity Leave/Pay (as appropriate).

1. The date my baby is due is _____.
2. My planned absence for maternity leave will begin on _____ (date).
(This date must not be earlier than the 11th week before the week that the baby is due).
3. I enclose a certificate from a registered medical practitioner or midwife stating my expected date of childbirth.
4. I will notify my school/Transactional HR, Payroll & Pensions, as soon as possible, if the baby is born before the intended start date of maternity leave.
5. Please delete one of the following statements:
 - (a) I intend to return to work after the birth of my child and I will give at least 21 days' notice of my date of return if this is earlier than the full entitlement of 52 weeks maternity leave.
 - (b) I do not intend to return to work after the birth of my child and hereby resign from my post.

Name: _____

Signed: _____ Date: _____

Employee Number: _____ School: _____

PLEASE NOTE YOU HAVE UNTIL 28 DAYS BEFORE THE DUE DATE TO COMPLETE THIS FORM AND SEND IT TO TRANSACTIONAL HR, PAYROLL & PENSIONS, PO BOX 158, BOOTLE, L20 3WA.

YOU ARE ADVISED TO KEEP A COPY OF YOUR COMPLETED FORM.

FORM C

APPLICATION FOR TEACHERS' CONTRACTUAL MATERNITY PAY

Please complete this form and submit it to your School as soon as possible and no later than 28 days before your absence is due to begin. Please read the notes contained within this booklet before completing the form and, if in any doubt, consult the Personnel Team - Schools.

I hereby declare that I am pregnant and apply for Contractual Maternity Pay (as appropriate).

1. My expected date of child birth is _____.
2. My absence for maternity will begin on _____ (date).
(This date must not be earlier than the 11th week before the expected week of childbirth)
3. I enclose a certificate from a registered medical practitioner or midwife stating my expected date of childbirth.
4. I will notify my school/Transactional HR, Payroll & Pensions, as soon as possible, if the baby is born before the intended start date of maternity leave.
5. Please delete whichever of the following statements is inappropriate:
 - (a) I intend to return to work after the birth of my child and I will give at least 21 days' notice of my date of return if this is earlier than the full entitlement of 52 weeks maternity leave. I understand that if I do not return to work for 13 weeks' equivalent service I will be required to refund any Occupational Maternity Pay received after the first 6 weeks' payment.
 - (b) Please pay any half pay entitlement *(delete as appropriate)*
 - (i) during my maternity leave
 - (ii) on my return to work
 - (c) I do not intend to return to work after the birth of my child and hereby resign from my post.

Name: _____

Signed: _____ **Date:** _____

Employee Number: _____ **School:** _____

PLEASE SEND THE COMPLETED FORM TO THE TRANSACTIONAL HR, PAYROLL & PENSIONS, PO BOX 158, BOOTLE, MERSEYSIDE L20 3WA, NOT LATER THAN 28 DAYS BEFORE YOUR EXPECTED WEEK OF CHILDBIRTH.

YOU ARE ADVISED TO KEEP A COPY OF YOUR COMPLETED FORM

FORM D

Teaching Staff

Application for General Maternity Leave/Pay

Please complete this form and submit it to your School as soon as possible and no later than 28 days before your absence is due to begin. Please read the notes contained within this booklet before completing the form and, if in any doubt, consult the Personnel Team - Schools.

1. My absence on maternity leave will begin on (this date must not be earlier than the beginning of the 11th week before the expected week of childbirth).
2. I enclose/will forward a certificate from a registered medical practitioner or certified midwife stating my expected date of childbirth.
3. I will notify my school/Transactional HR, Payroll & Pensions, as soon as possible, of the actual date of birth.
4. I wish to apply for pay equivalent to that granted under the Ordinary Paternity Leave Scheme whilst on Maternity Leave. I understand that this payment is only payable because I am not entitled to Statutory Maternity Pay or Occupational Maternity Pay. I understand that the amount payable will be offset by the Maternity Allowance I receive.
5. I attach correspondence from the DWP detailing the fact that (*delete as applicable*)*
 - a) I will not be receiving payment from the DWP
 - b) I will be entitled to £..... per week Maternity Allowance from the DWP.

I understand that this amount is payable only when I produce notification from the DWP indicating my position regarding Maternity Allowance.

Name: _____

Signed: _____ **Date:** _____

Employee Number: _____ **School:** _____

PLEASE SEND THE COMPLETED FORM TO THE TRANSACTIONAL HR, PAYROLL & PENSIONS, PO BOX 158, BOOTLE, MERSEYSIDE L20 3WA, NOT LATER THAN 28 DAYS BEFORE YOUR EXPECTED WEEK OF CHILDBIRTH.

YOU ARE ADVISED TO KEEP A COPY OF YOUR COMPLETED FORM

MATERNITY CALENDAR

Week 25	Weeks											Week 40		
	26	27	28	29	30	31-34	35	Week 36			37	38	39	WEC Congratulations
<p>Qualifying week for SMP.</p> <p>Remember you are required to notify your Head teacher of your intention to take maternity leave by this date.</p> <p>GET MAT B1 FORM.</p>				<p>This is the earliest week you may commence maternity leave and the earliest week that you can receive maternity pay (unless your baby is born prematurely)</p>										<p>Week 1</p> <p>Homecoming – Child Benefit may be claimed.</p>

Weeks				Week 6				Weeks																
2	3	4	5					7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
				<p>You should have registered the birth of your baby by this week.</p>																				

Weeks		Week 28			Weeks										Week 52		
26	27				29	30	31	32	33	34	35	36	37	38			39
		<p>If you commenced your MPP 11 wks before your EWC your Maternity Pay will expire at the end of this wk.</p>														<p>Your entitlement to maximum maternity leave finishes this week. You must return to work for a period of 13 weeks to retain your entitlement to half pay.</p>	

Remember you must give an advance notice of your intention to return to work if you wish to return before the end of your maternity leave period (21 days' notice required).

MATERNITY PAY AND LEAVE ENTITLEMENT

Continuous Service No. of weeks/years	Hours of work	Statutory Maternity Pay SMP (Subject to qualifying criteria)	Occupational Maternity Pay – O.M.P.		Leave Entitlement
			Intending to return to work	Not intending to return to work	
0 - 25	Any	No entitlement to SMP. Maternity Allowance may be payable subject to qualifying criteria	Teachers are entitled to 2 weeks' pay equivalent to that provided under the Ordinary Paternity Leave. Payments will be offset by any entitlement to Maternity Allowance.		52 weeks
26 weeks – less than 12 months	Any	6 weeks at 90% of pay or flat rate SMP (whichever is greater). Plus 33 weeks at flat rate SMP.			52 weeks
12 months or more	Any	6 weeks at 90% of pay offset by SMP plus 33 weeks at flat rate SMP	4 weeks full pay offset by SMP – followed by 2 weeks at 90% of pay offset by SMP followed by 12 weeks at half pay without deduction except to the extent by which combined pay and SMP exceeds full pay – followed by 21 weeks at flat rate SMP	4 weeks at full pay offset by SMP followed by 2 weeks at 90% of pay offset by SMP plus 33 weeks' flat rate SMP	52 weeks