



Maternity Leave & Pay Policy

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Revision History

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September 17	01.01.03	New format, clarification on review period, new CIA
June 2022	01.01.04	Updated to include still birth and premature birth and shared parental leave.(replacing additional paternity leave)

Approvals Creation and Major Change

Name	Title	Approved
Appointments & Staffing		September 2022

Approvals Minor Change and Scheduled Review

Name	Title	Approved
A. Goodwin	Director	25/05/17

Approval Path

Major Change

Originator

Owner

TULG

CMT

Appts & Staffing Committee

Action

HR

Head of Paid Service

Consultative Group

Corporate Approval

Council Approval

Minor Change

HR

TULG

Director

Submission

Consultative Group

Delegated Approval

Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

Distribution

The document will be distributed through Astute will also be available on the Intranet and paper based copies.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

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1 Introduction

Tamworth Borough Council is committed to supporting new parents during pregnancy and after childbirth. This policy sets out the statutory rights and responsibilities of employees who are pregnant or have recently given birth and gives details of the arrangements for antenatal care, pregnancy-related illness, and maternity leave and pay along with the support available to them.

The Council recognises that, from time to time, employees may have questions or concerns relating to their maternity rights. It is the Council's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the maternity provisions are complex, if an employee becomes pregnant, they should clarify the relevant procedures with Human Resources to ensure that they are followed correctly.

The following definitions are used in this policy:

“Childbirth”: For the purpose of determining eligibility for both the statutory and occupational schemes, means the live birth of a child, or a still birth after a pregnancy lasting at least 24 weeks.

"Expected week of childbirth" means the week, starting on a Sunday, during which the employee's doctor or midwife expects the child to be born.

“MA” means Maternity Allowance.

"Qualifying week" means the 15th week before the expected week of childbirth.

“SMP” means Statutory Maternity Pay, this is a state benefit paid through TBC on behalf of the Department of Social Security. This is subject to income tax, national insurance and pension deductions.

“SSP” means Statutory Sick Pay

“Ordinary Maternity Leave” – Female employees, regardless of service, are entitled to 26 weeks ordinary maternity leave

“Additional Maternity Leave” – Females employees, regardless of service, are entitled to a further 26 weeks additional maternity leave beginning on the day immediately following that on which ordinary maternity leave ends. The last 13 weeks are unpaid.

“Compulsory maternity leave” – The law requires that an employee takes a minimum of two weeks maternity leave following birth.

2 Purpose of the policy

This policy gives clear advice and identifies support for new mothers and provides advice and guidance on pay. The policy also makes clear the support available to employees and managers.

3 Eligibility

All pregnant employees are entitled to take up to a maximum of 52 weeks maternity leave, combining both paid and unpaid maternity leave. This is regardless of the number of hours worked and their length of service.

4 Notification of pregnancy

On becoming pregnant, an employee should notify their line manager and/or Human Resources as soon as possible. This is important as there are health and safety considerations for the Council that must be regularly assessed (use of a risk assessment) as the pregnancy progresses. By the end of the qualifying week, or as soon as reasonably practicable afterwards, the employee is required to inform the Council in writing of:

- the fact that they are pregnant;
- the expected week of childbirth; and
- the date on which they intend to start maternity leave.

The employee must also provide a MAT B1 form, which is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor's name and address or the midwife's name and registration number on it. This form is issued around 26 weeks into the pregnancy.

The employee is permitted to bring forward their maternity leave start date, provided that they advise the Council in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone their maternity leave start date, provided that they advise the Council in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

The Council will formally respond in writing to the employee's notification of their leave plans within 28 days, confirming the date on which they are expected to return to work if they take the full 52-week entitlement to maternity leave.

5 Time off for antenatal care

Once an employee has advised the Council that they are pregnant, they will be entitled to reasonable paid time off work to attend antenatal appointments as advised by their doctor, registered midwife or registered health visitor.

In order to be entitled to take time off for antenatal care, the employee is required to produce a certificate from their doctor, registered midwife or registered health visitor, stating that they are pregnant. Except in the case of the first appointment, the employee should also produce evidence of the appointment, such as a medical certificate or appointment card, if requested to do so.

Antenatal care may include relaxation and parent craft classes that the employee's doctor, midwife or health visitor has advised them to attend, in addition to medical examinations where these are unavoidably in works time.

The employee should endeavour to give their line manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

6 Health and Safety

The Council has a duty to take care of the health and safety of all employees. We are also required to carry out a risk assessment to assess the workplace risks to employees who:

- a) are pregnant, have recently given birth or are breastfeeding; and
- b) where the work is of a kind that could involve a risk of harm or danger to her health and safety or the health and safety of the baby;

If applicable, the Council will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out their normal job duties, the Council will take such steps as are reasonably necessary to avoid those risks, such as altering the employee's working conditions or normal place of work. In some cases, this may mean offering the employee suitable alternative work (if available) on terms and conditions that are not substantially less favourable.

If it is not possible for the Council to alter the employee's working conditions to remove the risks to their health and there is no suitable alternative work available to offer on a temporary basis, the Council may suspend the employee from work on maternity grounds until such time as there are no longer any risks to health. This may be for the remainder of the pregnancy until the commencement of the employee's maternity leave. If an employee is suspended in these circumstances, their employment will continue during the period of the suspension and it does not in any way affect their statutory or contractual employment and maternity rights. The employee will be entitled to their normal salary and contractual benefits during the period of their suspension, unless they have unreasonably refused an offer of suitable alternative duties.

7 Sickness Absence

If an employee is absent from work during pregnancy owing to sickness, they will receive normal statutory or contractual sick pay in the same manner as they would during any other sickness absence provided that they have not yet begun ordinary maternity leave. If, however, the employee is absent from work due to a pregnancy-related illness after the beginning of the fourth week before the expected week of childbirth, maternity leave will start automatically.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, they must notify the Council in writing of this as soon as reasonably practicable.

8 Maternity Leave

All pregnant employees are entitled to take up to 26 weeks' Ordinary Maternity Leave and up to 26 weeks' Additional Maternity leave, making a total of 52 weeks. This is regardless of the number of hours they work or their length of service. Additional Maternity Leave begins on the day after Ordinary Maternity Leave ends.

Ordinary Maternity Leave can start at any time after the beginning of the 11th week before the employee's expected week of childbirth (unless the child is born prematurely before that date in which case it will start earlier). Maternity leave will start on whichever date is the earlier of:

- the employee's chosen start date;
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the expected week of childbirth.

If the employee gives birth before their maternity leave was due to start, they must notify the Council in writing of the date of the birth as soon as reasonably practicable.

The law obliges all employees to take a minimum of two weeks of maternity leave immediately after the birth of the child.

9 Ordinary Maternity Leave

During the period of ordinary maternity leave, the employee's contract of employment continues and they are entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind (UK Healthcare, Essential Car Allowance, Home Working Allowance) will continue; and contractual annual leave entitlement will continue to accrue. Salary will be replaced by Statutory Maternity Pay (SMP – paragraph below refers) if the employee is eligible to receive it or Maternity Allowance.

Employees are encouraged to take any outstanding annual leave due to them before the commencement of Ordinary Maternity Leave. Employees are reminded that holiday must be taken in the year that it is earned and therefore, if the holiday year is due to end during maternity leave, the employee should take the full year's entitlement before starting their maternity leave.

10 Additional Maternity Leave

During the period of Additional Maternity Leave, the employee's contract of employment continues and they are entitled to receive all contractual benefits, except for salary. Any benefits in kind will continue and contractual annual leave entitlement will continue to accrue.

Salary will be replaced by SMP for the first 13 weeks of additional maternity leave if the employee is eligible to receive it or Maternity Allowance. The remaining 13 weeks of additional maternity leave are unpaid.

11 Pension Contributions

During any period of paid maternity leave, pension contributions will continue to be made. Employee contributions will be based on actual pay, while employer contributions will be based on the salary that the employee would have received had they not gone on maternity leave (the notional salary).

During any period of unpaid Ordinary Maternity Leave, employees will continue to receive employer contributions based on their notional gross salary. However, during any period of unpaid additional maternity leave, the Council will not make employer contributions. However if the employee opts to pay their pension on their period of unpaid maternity leave within 30 days of being returned to normal salary following their maternity period, one third of the cost will be paid by you and two thirds of the cost will be paid by Tamworth Borough Council. Please note that if you elect to pay your pension contributions after the 30 days you will be responsible for the full cost. Human Resources will write to you with details of how to do this towards the end of your maternity leave.

Employees will be contacted upon return to work to discuss whether they wish to make additional pension contributions to maintain continuity within the pension fund for their period of unpaid leave.

12 Contractual (Occupational) Maternity Pay

Employees with at least 1 year's continuous service at the 11th week before the week the baby is due will be entitled to 39 weeks Contractual Maternity Pay as follows:

- Weeks 1- 6** 9/10 of a week's pay* (including payments made by way of SMP or MA).
- Weeks 7- 18** half of a week's pay* plus SMP or MA (except to the extent that the half pay plus SMP or MA exceeds full pay) **PROVIDED** they have declared in writing that they will return to local authority (not just the current authority) employment for at least 3 months after the period of maternity leave. In the event that an employee does not honour their commitment to return to local authority employment for at least 3 months, the Council will take steps to recover contractual Maternity Pay for this period which may include deducting it from any others sums that are due.
- Weeks 19 – 39** 9/10 of a week's pay* or the lower rate weekly SMP whichever is the lowest

*A weeks pay includes all contractual allowances. If employees are eligible to receive the half pay element of contractual maternity pay they can opt to have the total aggregate payment that would be due to them between weeks 7 and 18 paid to them over 39 weeks instead of the standard 12 weeks. Alternatively, employees can defer payment until they have returned to work. However, both these options are dependent on the employee committing to return to work following maternity leave for a period of 3 months.

13 Statutory Maternity Pay (SMP)

Statutory maternity pay is payable for up to 39 weeks during maternity leave. An employee is entitled to SMP if:

- they have been continuously employed by the Council for at least 26 weeks at the end of the qualifying week and are still employed during that week;
- their average weekly earnings in the period between the last normal pay day before the Saturday at the end of the qualifying week and the last normal pay day at least eight weeks before that date are not less than the lower earnings limit for national insurance contributions;
- they are still pregnant 11 weeks before the start of the expected week of childbirth (or has already given birth);
- they provide a MAT B1 form stating the expected week of childbirth; and
- give the Council proper notification of their pregnancy in accordance with the rules set out above.

For the first six weeks, SMP is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings calculated over the period between the last normal pay day before the Saturday at the end of the qualifying week and the last normal pay day at least eight weeks before that date. For the purpose of calculating average weekly earnings, shift allowances, overtime payments and bonuses are all included.

The standard rate of SMP is paid for the remaining 33 weeks (or less if the employee returns to work sooner). This is paid at a rate set by the Government for the relevant tax year, or 90% of the employee's average weekly earnings calculated over the period between the last normal pay day before the Saturday at the end of the qualifying week and the last normal pay day at least eight weeks before that date if this is lower than the Government's set weekly rate.

If the employee becomes eligible for a pay rise between the start of the original calculation period and the end of their maternity leave (whether ordinary maternity leave or additional maternity leave), the higher or standard rate of SMP will be recalculated to take account of the employee's pay rise, regardless of whether SMP has already been paid. This means that the employee's SMP will be recalculated and increased retrospectively, or that they may qualify for SMP if they did not previously. The employee will be paid a lump sum to make up any difference between SMP already paid and the amount payable as a result of the pay rise.

Statutory Maternity Pay is treated as earnings and is therefore subject to PAYE, national insurance and pension deductions.

Payment of SMP cannot start prior to the 11th week before the employee's expected week of childbirth. Statutory maternity pay can start from any day of the week in accordance with the date the employee starts their maternity leave.

Statutory Maternity Pay is payable whether or not the employee intends to return to work after their maternity leave.

Employees who are not entitled to SMP may be entitled to receive Maternity Allowance payable by the Government for 39 weeks. To qualify, they must have been employed or self-employed for 26 weeks before the expected week of childbirth and earned at least £30, a week, on average, in over any 13 weeks of those 26 weeks. Full details of what you are entitled to and where to go will be available from Payroll and GOV.UK

14 Annual leave

Employees' entitlement to annual leave continues to accrue for the whole period of their maternity leave although their entitlement must be taken during the leave year. If the return date is likely to be after the end of the current annual leave year, they may wish to ensure that they have taken their full leave entitlement before starting their maternity leave.

Any annual leave taken in excess of their entitlement will be reclaimed through their salary.

If any bank or public holidays fall within the paid maternity leave period these can be re-claimed and the employee will be allowed to take the time when they return to work, subject to prior approval.

15 Contact during maternity leave

Shortly before an employee's maternity leave starts, the Council will discuss the arrangements for the employee to keep in touch during their leave, should they wish to do so. The Council reserves the right in any event to maintain reasonable contact with the employee from time to time during their maternity leave. This may be to discuss the employee's plans for return to work, to discuss any special arrangements to be made or training to be given to ease the return to work or simply to update them on developments at work during her absence (such as relevant promotion opportunities and other corporate or team information).

16 Keeping-in-touch days

Except during the first two weeks after childbirth, an employee can agree to work for the Council, or to attend training, for up to 10 days during either ordinary maternity leave or additional maternity leave without that work bringing the period of their maternity leave to an end and without loss of a week's SMP. These are known as "keeping-in-touch" days. Any work carried out on a day shall constitute a day's work for these purposes.

The Council has no right to require the employee to carry out any work, and the employee has no right to undertake any work, during their maternity leave. Any work undertaken, including the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between the Council and the employee. Any keeping-in-touch days worked do not extend the period of maternity leave. Once the keeping-in-touch days have been used up, the employee will lose a week's SMP for any week in which they agree to work for the Council. It may also bring maternity leave to an end.

17 Returning to work

The employee will have been formally advised in writing by the Council of the date on which they are expected to return to work if they take their full 52-week entitlement to maternity leave. The employee is expected to return on this date unless they notify the Council otherwise. If they are unable to attend work at the end of their maternity leave due to sickness or injury, the Council's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

While the employee is under no obligation to do so, it will assist the Council if they confirm as soon as convenient during their Maternity Leave that they will be returning to work as expected.

If the employee wishes to return to work earlier than the expected return date, they must give the Council at least eight weeks' notice of their date of early return, preferably in writing. If they fail to do so, the Council may postpone their return to such a date as will give the Council eight weeks' notice, provided that this is not later than the expected return date.

If the employee decides not to return to work after maternity leave, they must give notice of resignation as soon as possible and in accordance with the terms of their contract of employment. If the notice period would expire after maternity leave has ended, the Council may require the employee to return to work for the remainder of the notice period.

18 Transfer of maternity leave – Shared Parental Leave

The mother may reduce her entitlement to Maternity Leave by returning to work before the full entitlement of 52 weeks has been taken and her partner or the child's father can opt for Shared Parental Leave instead of Maternity Leave. If both meet the qualifying requirements, they can divide the remaining 50 weeks entitlement (2 weeks have to be taken as compulsory Maternity Leave). Please refer to the Shared Parental Leave policy for further guidance.

19 Rights during and after return to work

On resuming work after Ordinary Maternity Leave, the employee is entitled to return to the same job that they occupied before commencing maternity leave on terms and conditions no less favourable than those that applied before the maternity leave.

On resuming work after Additional Maternity Leave, again the employee is entitled to return to the same job they occupied before commencing Maternity Leave on terms and conditions no less favourable than those that applied before the Maternity Leave, subject to the following two exceptions:

1. Firstly, if a redundancy situation has occurred during the period of Maternity Leave and for that reason it is not reasonably practical for the employee to return to their old job, the employee is entitled to be offered any alternative vacancy that is available, on terms and conditions which are not substantially less favourable

than those that applied prior to the maternity leave. The alternative job must be both suitable and appropriate for the employee to do in the circumstances.

2. Secondly, if it is not reasonably practical for the company to allow the employee to return to the same job, for a reason other than redundancy, the company must then offer the employee a suitable alternative job, which is appropriate for the employee to do in the circumstances, on terms and conditions that are no less favourable than would have applied if they had not been absent.

An employee who worked full-time prior to their maternity leave has no automatic right to return to work on a part-time basis or to make other changes to their working patterns. However, all requests for part-time work or other flexible working arrangements will be considered in line with the operational requirements of the Council's business. If an employee would like this option to be considered, they should write to their line manager setting out their proposals as soon as possible in advance of their return date, so that there is adequate time for full consideration of the request. The procedure for dealing with such requests is set out in the Flexible Working policy

20 Working in your Maternity Pay Period

If the employee works for another employer during the maternity pay period, the employee must tell the Council that they are working for another employer and when they started employment with that employer.

If the employee works for another employer during the maternity pay period but before the baby is born, they will continue to receive SMP from the Council. The employee is responsible for telling the Council if they start or returns back to work for someone else after the baby is born.

If, after the baby is born, the employee works for someone who employed them in the Qualifying Week, then they will continue to receive SMP from the Council as normal.

If, after the baby is born, the employee works for someone who did not employ them in the Qualifying Week, then SMP will stop from the Saturday before the employee first works for that employer.

21 Leaving the Council

If an employee has qualified for SMP then the Council is still liable to continue to pay SMP to them if they leave their employment for whatever reason including redundancy. However, if after the baby is born the employee or ex-employee starts work for another employer who did not employ them in the Qualifying Week, SMP will stop.

22 Miscarriage, Stillbirth and Death of a Baby

In the unfortunate event of the baby dying or is still born after 24 weeks of pregnancy, this scheme applies. The birth father is also entitled two week's paid Paternity Leave. Parental Bereavement Leave is also available after the end of maternity and paternity leave. Details are in the Leave Policy.

Where this occurs before 24 weeks, this is a miscarriage, the employee does not qualify for maternity benefits. Any sickness absence in the two weeks after pregnancy ends is classed as a protected period under the Equality Act and does not count towards triggers in the absence policy. The employee assistance provider is also able to provide support through its confidential counselling service provided by Health Assured, telephone number 0800 028 0199.

23 Premature Birth

Where a baby is born prematurely, TBC will consider each case on its merits and the action required. For example, an extension of the Maternity Leave period might be appropriate, although the extended period will be unpaid.

24 Reclamations of Non-Statutory Contractual Elements of Maternity Pay

If the employee fails to return to work or to continue in employment for 3 months, the contractual element of Maternity Pay will be reclaimed.

25 Voluntary Deductions from Salary / Other Allowances etc

25.1 TBC Car Loan Repayment Scheme

During the paid Maternity Leave period, the repayments will be deducted from Maternity Pay in the usual way. If the employee is intending to be absent for more than 39 weeks (i.e. beyond the end of the paid maternity leave period) or if there is insufficient pay during the paid Maternity Leave period to cover the repayments the employee will need to contact Payroll to arrange payment. Repayments of the loan would still need to be made by the 18th of each month.

25.2 Essential Car User Allowance

If employees are entitled to Essential Car User Allowance, this will continue to be paid throughout the whole of the maternity leave period.

25.3 All other voluntary deductions (ie. UK Healthcare, Union subscription, Charities, Rent, Council Tax)

These will continue for as long as there is enough pay to cover the deduction, unless the employee notifies the Payroll Manager in writing that they would like them to cease.

25.4 Nil Pay Situation - Council Tax/Rent –

Employees will need to make alternative arrangements by contacting relevant Service Unit

25.5 Nil Pay Situation- Union subscription etc

Deductions are suspended until the employee returns to work.
If an employee wishes to continue making payments to preserve their benefits under the scheme they would need to make their own arrangements.

25.6 Nil pay Situation UK Healthcare

The corporate membership will continue throughout the maternity leave. If employees voluntarily 'top up' their membership then these 'top-up' deductions will be suspended during maternity leave. If employees wish for their level of cover to continue they may wish to continue to make these 'top-up' payments by contacting UK Healthcare directly.

25.7 First Aid Payment

If the employee receives this payment as a qualified First Aider, it will continue during the Maternity Leave period, subject to the employee's qualification remaining valid.

26 Penalties

The HM Revenue and Customs may charge the employee if the employee, either fraudulently or negligently, gives incorrect information, makes a false statement or declaration, or fails to advise about legal custody/imprisonment for the purpose of claiming Statutory Maternity Leave and pay.

In those circumstances, the employee may also be subject to disciplinary action under the Council's Disciplinary Policy.

27 The Employee becomes pregnant again whilst on Maternity Leave

The employee will still be entitled to a full second period of Maternity Leave. This means that the employee will be entitled to take a further 12 months off work if they wish to do so. It is irrelevant for the purposes of calculating entitlement to future maternity leave that the employee became pregnant again when on a period of Maternity Leave.

Taking this into account, the council will need to carry out a few careful calculations. The starting point is for it to note the employee's due date of return from their current period of Maternity Leave, assuming that they take their full entitlement and do not give notice that they wish to return early. Then, once the employee has confirmed their expected week of childbirth for her new pregnancy, Human Resources will need to calculate the earliest date at which they can start their second period of maternity leave, which must be no earlier than the beginning of the 11th week before the expected week of childbirth.

If those two dates do not overlap, this means that the employee will be due back at work for at least the time in between. The employee may well want to come back to work anyway and do so by returning early from the first period of maternity leave (they must give not less than eight weeks' notice of their early return date) and/or starting their second period of maternity leave as late as possible. This could well mean that the employee is back at work for a few months before they start their second period of maternity leave.

However, the employee could apply to take up to four weeks' unpaid parental leave at the end of their first period of maternity leave and could also apply to take any accrued but untaken annual leave in order to ensure that they do not have to return to work between their two periods of Maternity Leave. The Council is entitled to turn down a request for annual leave and to postpone a period of unpaid Parental Leave where the operation of the Council's business would be unduly disrupted by the employee taking parental leave. However, the reality is that there is probably little point in forcing an employee to come back to work, whilst heavily pregnant, for just a couple of weeks.

28 Maternity pay

Even though the employee will still be entitled to full maternity leave for their second pregnancy, they may not qualify for statutory maternity pay the second time around. This is because the average weekly "earnings" in the relevant period may not be high enough. For eight weeks prior to the end of the qualifying week (ie the 15th week before the expected week of childbirth), the employee must have been earning on average not less than the lower earnings limit for national insurance purposes). Statutory maternity payments count as "earnings" for these purposes.

Thus, if the relevant calculation period falls when the employee is on ordinary or the first 13 weeks of additional maternity leave (and in most cases receiving statutory maternity pay or contractual maternity pay), they will qualify for statutory maternity pay the second time around.

However, if the relevant calculation period falls when the employee is on the remaining 13 weeks of additional maternity leave (which is usually at nil pay), they will not get statutory maternity pay for their second period of maternity leave.

If the calculation period falls partly during the period of maternity leave when the employee is receiving maternity pay and partly during the period of maternity leave when they are not, Human Resources will ascertain whether the employee qualifies for statutory maternity pay.

The Occupational/contractual maternity pay scheme, will also be checked as the employee may still qualify for contractual maternity payments during a period when they do not qualify for statutory maternity payments.

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Maternity Policy	
Date Conducted	October 2022	
Name of Lead Officer and Service Area	Jackie Noble HR	
Commissioning Team (if applicable)	N/A	
Director Responsible for project/service area	Anica Goodwin	
Who are the main stakeholders	Employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

To ensure all TBC employees are treated fairly regardless of their protected

characteristics in their entitlement to Maternity leave and payments
Who will be affected and how? Any pregnant female employee, and any employee who is a spouse, civil partner or partner and applies to transfer the maternity leave.
Are there any other functions, policies or services linked to this impact assessment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'Yes', please indicate what they are? All employees

Part 3 – Impact on the Community
Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor uses acceptable terminology
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Takes account that the woman has the child but the spouse civil partner or partner can share the leave
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Takes account that the woman has the child but the spouse civil partner or partner can share the leave
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of whether the employee has caring responsibilities

Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment		
From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications		
Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living & subsequent health issues</i>	<i>Signposting to other services. Look to external funding opportunities.</i>

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered onto Covalent			

Date of Review (If applicable)

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