



Maternity Leave Policy

Ilfracombe Town Council

1 Statutory Maternity Leave Procedure

Statutory Maternity Leave is 52 weeks. It's made up of:

- Ordinary Maternity Leave - first 26 weeks
- Additional Maternity Leave - last 26 weeks

You do not have to take 52 weeks but you must take 2 weeks' leave after your baby is born. As an employee of Ilfracombe Town Council you have the right to 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave. The combined total of 52 weeks is known as Statutory Maternity Leave. Providing you have given the Council the correct notice you can take your Statutory Maternity Leave no matter:-

- a. How long you have worked for Ilfracombe Town Council
- b. How many hours you work
- c. How much you are paid

2 Telling Ilfracombe Town Council

- You must advise your line manager, in writing, that you want to take Statutory Maternity Leave and the date on which you want it to start at least 15 weeks before the beginning of the week your baby is due.
- You will be asked to provide a form MAT B1, the maternity certificate, which says when the baby is due. Your doctor or midwife will give you this form on request when you have been pregnant for 21 weeks.
- The Council will write to you within 28 days, confirming your Statutory Maternity Leave and advise you of the date when it will end.

3 Compulsory maternity leave

- You do not have to take all your Statutory Maternity Leave. However, you must take 2 weeks of "compulsory" maternity leave after your baby is born.

4 If you lose your baby

- You can still take Statutory Maternity Leave if your child is stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy

5 Keeping in touch days

- During your Statutory Maternity Leave you may come back to work for a maximum of 10 days to allow you to keep up to date. This will be done in consultation with your line manager.
- You will be paid at your agreed salary for the days worked and any Statutory Maternity Pay you are receiving will not be affected.

6 Returning to work

- When returning to work after Ordinary Maternity Leave (the first 26 weeks) you have a right to the same job and the same terms and conditions you left.
- When returning after Additional Maternity Leave the Council may show that it is not reasonably practical for you to return to your old job e.g. the job no longer exists, however, you must be found alternative work with the same terms and conditions you left.
- If you take the full entitlement of 52 weeks you do not have to give notice of your return, but it is a good idea to do so.
- If you wish to return earlier you must give us 8 weeks' notice that you intend to return early and the date of your return.
- If you decide not to return to work at all you must give the Council notice in the usual way.
- If you are ill at the end of your Statutory Maternity Leave and unable to return to work on the due date you must advise your line manager in the usual way under the Council's Sickness Absence procedure.

7 Flexible working

- Parents of children aged 16 and under, or of disabled children aged 18 and under, are entitled to request a flexible working pattern to assist with the work/caring balance.
- You must make your request in writing and the Council must consider your request and reply to you in writing, giving reasons for any refusal.

8 Statutory maternity pay and benefits

- Please refer to the Responsible Finance Officer who will be able to provide you with up to date figures.

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Adopted: 14/10/2019

Next review: 04/2/24