



Institute of Advanced Research *The University for Innovation*

Maternity leave: policy and procedure

Policy statement

The University is committed to supporting best practice in relation to maternity recognizing the value of achieving a gender-diverse workforce and retaining and promoting female talent.

In support of this, the University provides maternity benefits including maternity pay. This policy and procedure sets out the entitlements and benefits for pregnant employees and new mothers.

Reference is made to the mother as a female/she. In the case of adoption, where an adoptive parent may be entitled to maternity leave it is recognized that the parent could be male or female.

Scope

This policy and procedure applies to all pregnant employees who have a contract of employment with the University.

Aims

The policy aims to promote a consistent and supportive approach to maternity across the University and to increase awareness about the provisions available for pregnant employees and to ensure the protection of the health and well-being of the mother and her child/unborn child.

It sets out the contractual maternity rights to which all pregnant employees are entitled, both before and after the birth of a child.

Queries regarding the application of this policy should be directed to the relevant HR Lead.

This policy applies to all pregnant employees, regardless of length of service, are entitled to up to 8 weeks' of paid maternity leave. They will be required to take a minimum of two weeks before the expected date of birth of their child and a minimum of four weeks following the date delivery of the child.

University may consider requests for additional unpaid maternity leave for up to 4 months beyond the paid maternity leave.

Antenatal care

All pregnant employees will be given paid time off to attend antenatal appointments. Antenatal appointments should where possible be arranged outside core hours. Evidence of appointments such as an appointment card or medical certificate may be requested.

Annual leave

An employee will not continue to accrue annual leave during her maternity leave. Staff on maternity leave who, as a result, are unable to take all of their annual leave entitlement in a particular year are allowed to carry forward any untaken annual leave to the following leave year. Prior to starting her maternity leave, the employee is required to discuss arrangements for using the untaken annual leave with her manager.

Additional support at work during pregnancy

Pregnant female employees can request alterations to their work arrangement if such changes will help minimize potential health and welfare risks to the employer or their unborn child. These arrangements will need to be discussed with their Head of Department, who will seek advice from the HR Lead to implement such changes or will consider alterations to the role responsibilities of the employee.

Part-time work following the birth of the child

The University may consider requests from female employees who wish to return to work gradually with part-time work initially if such an arrangement aligns with the requirements of the University's business.

Employee obligations

Employee is required to keep the university informed of the date of birth of the child as soon as practicable after the birth. The employee also must inform the University as soon as practicable after the birth of the child, whether or not additional unpaid leave would be applied for in order for the University to plan teaching and support services.

Return to work

Employee is required to inform the University the expected date of return to work at least one month prior to the date of return to work. The University welcomes the employee to visit the work place before the work place to refamiliarise themselves with the work environment before returning to work if they wish to do so.

Document management and control

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