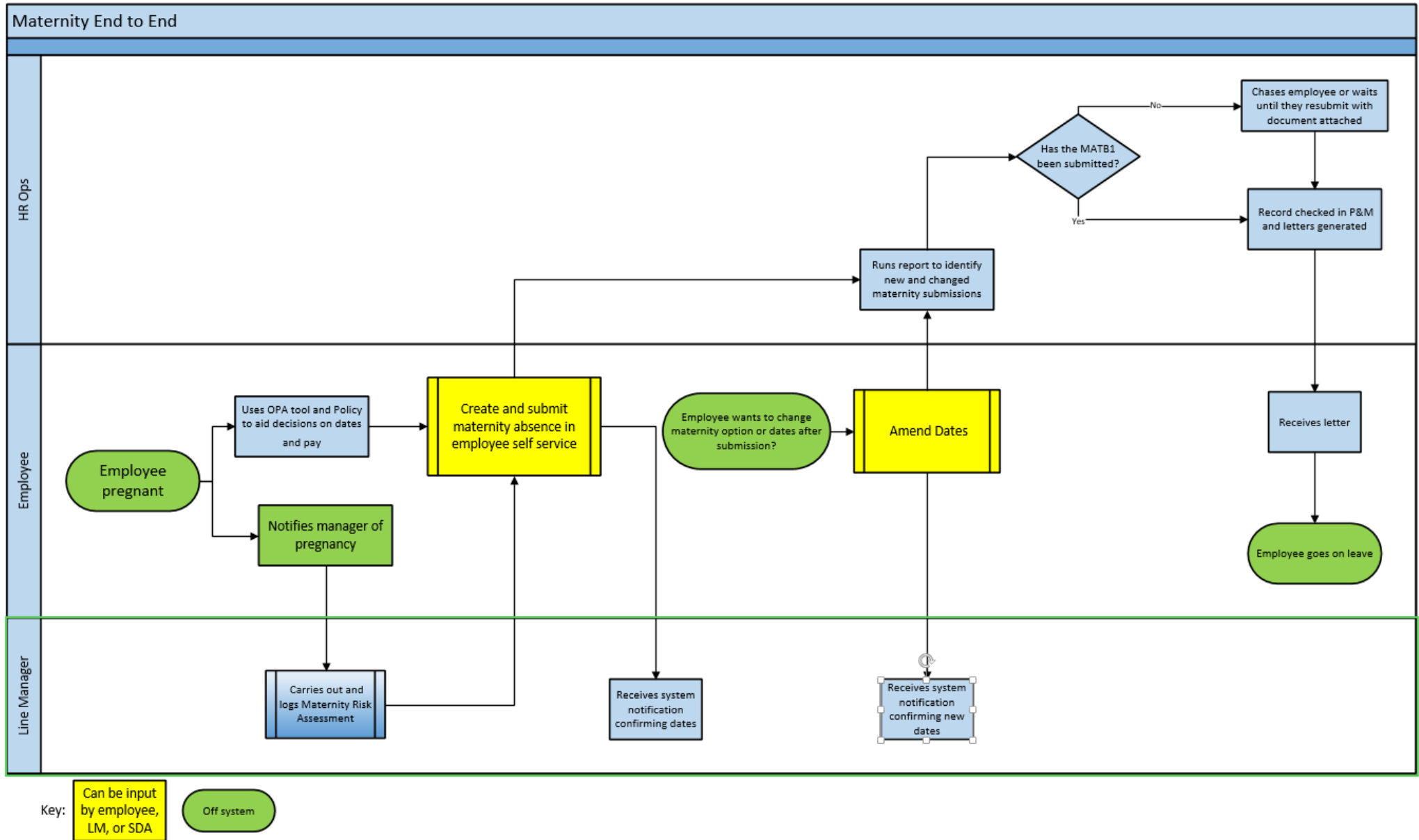# A Guide to Maternity Leave

Contents

Introduction

This guidance document has been written to support the end to end business process for Maternity Leave.

The guidance has been written by stage in the process with the key roles in mind. The responsibilities of a Line Manager and School or Department Administrator may vary between Colleges, Schools and Professional Service Group Departments. Line Managers should contact their local support team to understand the process and responsibilities within their own area. For example, a School or Department Administrator could be performing tasks in the process of a Line Manager.

Glossary

KIT days	Keeping-in-touch days
MATB1	Maternity Certificate issued by midwife or medical practitioner
P&M	People and Money
SMP	Statutory maternity pay
SPL	Shared Parental Leave
TOIL	Time off in lieu
UEMP	University of Edinburgh maternity pay

End to End Process Map

Maternity End to End

HR Ops

- Chases employee or waits until they resubmit with document attached
- Has the MATB1 been submitted? — No → Chases employee or waits until they resubmit with document attached
- Yes → Record checked in P&M and letters generated
- Runs report to identify new and changed maternity submissions

Employee

- Employee pregnant
- Uses OPA tool and Policy to aid decisions on dates and pay
- Notifies manager of pregnancy
- Create and submit maternity absence in employee self service
- Employee wants to change maternity option or dates after submission?
- Amend Dates
- Receives letter
- Employee goes on leave

Line Manager

- Carries out and logs Maternity Risk Assessment
- Receives system notification confirming dates
- Receives system notification confirming new dates

Key:
- Can be input by employee, LM, or SDA
- Off system

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Key Roles

Role	Description
University of Edinburgh Employee	All eligible university members of staff will have access to submit, view and amend their maternity leave.
Line Manager	Direct line managers will receive leave notifications and can also record and amend maternity leave requests, on behalf of an employee.
School/Department Administrator (SDA)	Some areas will appoint a designated person within the School or Department by which maternity leave can be amended by, if necessary.
HR Operations	HR Ops will run maternity leave reports, check eligibility and produce employee letters to confirm maternity leave arrangements. Will liaise with payroll, where necessary.
Payroll	Maternity leave pay will be processed through the Payroll.

Before you start

Policies

Please read the University's Maternity Policy, which applies to all employees of the University. The policy includes information regarding maternity leave, pay, eligibility, KIT days, antenatal appointments and terms and conditions during maternity leave. Employees and managers may also wish to refer to the Annual Leave policy, Absence Management Policy and Shared Parental Leave Policy.

Neonatal Care Leave

Neonatal Care Leave is available to support parents of newborns requiring neonatal care for seven or more consecutive days (not counting the day the neonatal care starts) within 28 days of birth. The aim of this leave is to allow eligible parents dedicated time to spend with their babies in hospital, without using up their other family leave entitlements (e.g., maternity, partner, shared parental or adoption leave). Further information can be found on the Neonatal Care Leave webpage and within the Maternity Policy.

Subsidiaries

Employees of subsidiary companies should refer to their own Maternity Policy. Leave entitlement plans for colleagues in subsidiaries (Edinburgh Innovation, Edinburgh University Press and UoE Accomodation Ltd) have been built in the system therefore there is no difference to how the system should be used. Leave entitlement plans for employees with legacy or alternative terms and conditions have been built into the system. This includes employees in clinical grades, ECA, BBS Research council and Medical Research council schemes.

Maternity Recording

All maternity leave must be input into People and Money. Maternity leave will normally be input into the People and Money system by the employee however there may be some situations where the Line Manager or School Department Administrator needs to input or amend the leave. The requests will be picked up by HR Operations and the line manager(s) will receive a notification when someone other than them inputs the leave request.

Maternity Leave is requested at Person, not Assignment level, and so employees with multiple posts will only request maternity leave once in the system as the leave must start and end on the same date in every post.

Any existing absences, such as annual leave, that clash with the leave request must be deleted prior to processing the maternity leave.

Work Schedules

Work schedules in People and Money are critical as they underpin the operation of other functions, such as the annual leave requesting and recording process. Every assignment must have a work schedule and these are normally discussed and agreed on appointment or when there is a change in working hours/pattern or a flexible working request has been made.

It is vital that the work schedule is maintained and is correct prior to the maternity leave start date. The work schedule must be amended on return from maternity leave if the employee wishes to change their working pattern. Further information is available within the Guidance to Work Schedules. Currently SDAs cannot see employee's work schedules but the employee and the line manager can see the work schedule using the Team Schedule app.

Step 1 – Before Maternity Leave

Employees and managers should read the Maternity Policy and the Maternity Toolkit for information and guidance about each stage of maternity leave. In the Before Maternity Leave section there are useful checklists for employees and managers.

Role\Process	Employee	Line Manager/SDA	HR Operations
Early Notification of Pregnancy and Risk Assessments	Employees are encouraged to share their news with their manager as early as possible. If they are employed by the University in more than one post they must notify all of their managers of their pregnancy and their intention to take maternity leave. Employees should let their manager know that they are pregnant and ask them about having a New and Expectant Mothers Risk Assessment to make sure that they are working safely during pregnancy. They can seek advice from their School/Department's Health and Safety Adviser if required. Information on risk assessments and the relevant form is available from the University's Health and Safety webpages.	Arrange for a 'New & Expectant Mothers Risk Assessment' to be carried out, and for any reasonable adjustments to be made. If someone else in the department/school arranges the risk assessment, then they must ensure that they are notified of the pregnancy. Mark the risk assessment as Complete in People and Money and upload the risk assessment document. It is possible to upload more than one risk assessment, if necessary. It is the line manager's responsibility to ensure a risk assessment is carried out for all pregnant employees. P&M User Guide – Line Manager Guide to Family Leave P&M User Guide – SDA Guide to Family Leave	There is no expectation on HR Operations to 'chase' uncompleted risk assessments. The responsibility to complete these lies with the line manager.

Payment Options and Maternity Calculator	Check the Maternity Calculator in People and Money to find out more about payment options. To use the Maternity Calculator: 1. Log into People and Money 2. Click on Me 3. Click on Maternity Calculator (*guaranteed hours employees and those due to end employment with UoE due to redundancy – see below*)	Encourage staff to use the Maternity Calculator in People and Money. Please note, there will be no record of having used the maternity calculator, the responses and the result of the responses will not be stored in People & Money, and no-one in the University will be notified. The maternity calculator is purely a tool to help plan for maternity leave.	
Guaranteed hours	Guaranteed minimum hours employees should contact HR for pay options instead of using the Maternity calculator. They should do this by raising a Service Request in People and Money: 1. Raise an SR 2. Click on Category 3. Chose Enquiry 4. Chose Time Off 5. Chose Maternity Leave 6. Add a comment in the Details section to ask for pay options, including the due date and start date of maternity leave.		HR Ops will liaise with Payroll for pay options and get back to the employee
Redundancy	Those due to end employment with UoE due to redundancy should contact HR for pay options instead of using the Maternity calculator. They should do this by raising a Service Request in People and Money: 1. Raise an SR 2. Click on Category 3. Select Enquiry 4. Select Time Off 5. Select Maternity Leave 6. Add a comment in the Details section to ask for pay options		HR Ops will calculate pay options (in conjunction with payroll) and get back to the employee

Future planned terminations	In the situation where an employee already has a future termination of employment confirmed, but maternity leave would begin before this date, the process does not differ. Employees can enter maternity leave to the system in the normal way.	Line Managers should ensure that any FTC extensions or any other change which would impact the end date of employment for an employee on maternity leave is processed as soon as details are known, to ensure no payroll impact to the employee.	
Antenatal appointments	Employees must enter their antenatal appointment into People and Money as 'Other Paid Leave' and attach their appointment letter or card. Where possible they should try to arrange appointments at the start or end of their working day to minimise disruption to work. P&M User Guide - Employee Guide to Special, Other & Unpaid Leave	The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them of the request. P&M User Guide – Line Manager Guide to Absence and Leave	
Formal Notification of Maternity Leave (including submission of MAT-B1)	Employees should discuss their plans with their manager(s). Once the employee has their MAT-B1 and has decided on the option and start and end date, they must record the leave in People and Money. If they are undecided when they will return to work they should input the end date as the full **52 weeks** of leave (planned start date plus 363 days - note that this is not a full calendar year). This should be done no later than 15 weeks before the due date (the 25th week of pregnancy). *Employees can use an online calculator (such as www.calculator.net/date) to help calculate the latest possible end date (planned start date plus 363 days). For example, a planned start date of 1 July 2022 plus 363 days, gives a planned end date of 29 June 2023.*	The line manager will receive an email notification as well as a notification bell in their task list in People and Money alerting them of the leave submitted. **Encourage employees to complete this task only once they have ALL the information required, as HR Operations cannot confirm their maternity leave with missing information** All maternity leave must be input into People and Money. Maternity leave will normally be input into the People and Money system by the employee however there may be some situations where the Line Manager or School Department Administrator needs to input or amend the leave. P&M User Guide – Line Manager Guide to Family Leave	HR Ops will run a report to identify new and changed maternity submissions. They will check the eligibility, the MAT-B1 has been attached and all other necessary information is in P&M. HR Ops will send a letter to the employee and copy to the manager and SDA where this person or local team is known.

	Please do not submit the leave details into P&M until you have ALL the information required, as HR Operations cannot confirm your maternity leave with missing information. P&M User Guide – Employee Guide to Family Leave In an <u>exceptional</u> circumstance that the MAT-B1 is not available when the request needs to be submitted (by the 25th week of pregnancy), the leave can be edited at a later date, the MAT-B1 attached, and resubmitted.	P&M User Guide – SDA Guide to Family Leave	
Change to Maternity Leave Dates	If the employee wishes to change their start or end date they should discuss this with their manager and amend their dates in People and Money. They must do this as soon as possible and normally at least four weeks' in advance of the new maternity leave start date. P&M User Guide – Employee Guide to Family Leave	Discuss the new dates with the employee and remind them to amend the dates in People and Money. There may be an exceptional circumstance where the Line Manager or School Department Administrator needs to amend the leave on behalf of the employee. P&M User Guide – Line Manager Guide to Family Leave P&M User Guide – SDA Guide to Family Leave	HR Ops will pick up this change and issue an amended letter.
Annual Leave	Ideally employees should take any outstanding annual leave (i.e. holidays) that they have accrued before they start their maternity leave. P&M User Guide – Employee Guide to Annual Leave	Encourage employees to take any outstanding annual leave before they start their maternity leave. Make sure their record in People and Money is up to date.	

Pregnancy related illness	If the employee is unable to come to work because of a pregnancy-related illness during the first 36 weeks of their pregnancy they must tell their manager and this will be recorded as sickness absence. If they are off sick due to a pregnancy-related illness during the last four weeks before their due date, their maternity leave will automatically start the day after their first day of absence. Their manager will arrange for their leave details to be amended in People and Money.	If the employee is unable to come to work because of a pregnancy-related illness during the first 36 weeks of your pregnancy, you must record this as sickness absence in People and Money. P&M User Guide - Line Manager Guide to Sickness Absence If they are off sick due to a pregnancy-related illness during the last four weeks before their due date, their maternity leave will automatically start the day after their first day of absence. Their manager/SDA must amend the leave dates in People and Money and add a comment in the free text field to inform HR that the leave dates are changing due to a pregnancy-related illness. P&M User Guide – Line Manager Guide to Family Leave P&M User Guide – SDA Guide to Family Leave	HR Ops will pick up the change to start date and issue an amended letter.
Childbirth before the intended start date	If the baby is born before the intended start date the employee must let their manager(s) know.	The manager/SDA must amend the start date in People and Money to the day after the baby was born. Add a comment in the free text field to inform HR that the baby has been born early. P&M User Guide – Line Manager Guide to Family Leave P&M User Guide – SDA Guide to Family Leave	HR Ops will pick up this change and issue an amended letter.
Work Planning Template	A Work Planning Template is available to support the employee and their manager in determining how best to accommodate continuing work needs during their maternity absence and to facilitate and support their effective return to work	Managers should consider how best to cover any continuing work during the period of leave. Managers may wish to encourage their employee to use the Work Planning Template to aid planning and discussions.	

| Line manager responsibilities in P&M | If a line manager is going on leave, they should delegate their tasks for the duration of the absence to another colleague within their team.

The Line Manager can delegate approval to an named person.
P&M User Guide - How to set up a delegation for a planned absence
Delegation applies to all approvals, both employment approvals and leave. Approvals delegated will go to one named person. | If the employee goes on maternity leave early, before they have set up their delegation, the line manager can set up delegation on their behalf.

P&M User Guide - How to set up your reportee's delegation during unplanned absence | |

Supporting Information

People and Money User Guides
New and Expectant Mothers Risk Assessment
Work Planning Template
University's Health and Safety webpages
Human Resources A-Z of Policies
Maternity Toolkit

Step 2 – During Maternity Leave

Employees and managers should read the Maternity Policy and the Maternity Toolkit for information and guidance about each stage of maternity leave. In the During Maternity Leave section there are useful checklists for employees and managers.

Role\Process	Employee	Line Manager/SDA	HR Operations
Keeping in touch days (KIT)	If an employee agrees to attend any KIT days, they will need to decide in advance whether they wish to be paid for the time, or accrue TOIL. If they choose to take TOIL, they must arrange with their manager when this will be taken. Ideally, this will be at the end of their maternity leave and before they physically return to work.	Enter the KIT days into People and Money. To submit the form, go into Help Desk and click on the Service Requests app. Go to the Forms heading and select KIT/SPLIT Days from the list. Complete the mandatory fields and click Save and Close to submit	

		P&M User Guide - How to raise and maintain a Service Request enquiry user guide.	
Changing the return date	If an employee wishes to bring their maternity end date forward they should discuss this with their manager and change their dates in People and Money, giving at least eight weeks' notice of the earlier date. P&M User Guide – Employee Guide to Family Leave	There may be circumstances where the Line Manager or SDA needs to amend the leave dates on behalf of the employee. P&M User Guide – Line Manager Guide to Family Leave P&M User Guide – SDA Guide to Family Leave	HR Ops will pick up this change and issue an amended letter.
Ending (curtailing) Maternity leave to take SPL (or for partner to take SPL)	If an employee wishes to end their maternity leave because they wish to take shared parental leave (SPL) they should discuss this with their manager. They must give at least eight weeks' notice and submit the SPL curtailment and entitlement form through a Service Request in P&M: 1. Raise an SR 2. Click on Category 3. Select Forms 4. Select Interim Forms 5. Select Shared Parental Leave They must also follow this process if they plan to curtail their maternity leave to allow their partner to take SPL.		HR Operations will receive the form, check eligibility, and respond to the employee (copying in line managers)
Plan for return to work	The Work Planning Template can help you and your manager to plan for a successful and effective return to work.	The Work Planning Template can help you and your manager to plan for a successful and effective return to work.	
Resignation during Maternity Leave	If an employee decides they won't return to work, they must notify their manager as soon as they can. Go To Section 4		
Supporting Information People and Money User Guides Human Resources A-Z of Policies			

[Human Resources A-Z of Forms](#)
[Maternity Toolkit](#)

Step 3 Returning from Maternity Leave

Employees and managers should read the Maternity Policy and the Maternity Toolkit for information and guidance about each stage of maternity leave. There is useful information within the After Maternity Leave section.

Role\Process	Employee	Line Manager/SDA
Changing working pattern/work schedule/working hours	If an employee wishes to request a different pattern of work for their return to work following maternity leave, they have the right to make a flexible working request. Flexible Working Policy	Consider the flexible working request and follow the procedure in the Flexible Working Policy. Update the employees work schedule, if necessary Guide to Work Schedules Any changes that are not related to a flexible working request should be actioned as a Change of Assignment in People and Money. See the Guide to Job Changes for further details.
Other forms of leave (delaying the return)	If an employee wishes to delay their expected return date beyond the 52 week entitlement they may be able to request another type of leave. See the Maternity Policy.	
Carry over of annual leave	Ideally, holidays accrued during the maternity leave should be taken at the end of the period of maternity leave and before physically returning to work.	If the employee has accrued leave that they have not been able to take and therefore they need to carry over into the following year, their leave balance will require to be manually adjusted. SDAs can do this themselves and guidance on how to do this can be found in the user guide linked below. In areas where there is no SDA available to help with this, line managers can raise a service request to HR Operations who can do this. P&M User Guide - How to adjust absence balances
Breastfeeding and Expression of Milk	If an employee wishes to continue breastfeeding after returning to work, they must give their manager as much notice as possible before their return.	Ensure that a 'New & Expectant Mothers Risk Assessment' is carried out.

	The manager will ensure that a 'New & Expectant Mothers Risk Assessment' is carried out when they return to work.	Upload the risk assessment document to the maternity absence in People and Money. It is possible to upload more than one risk assessment, if necessary.
	Maternity Toolkit	P&M User Guide – Line Manager Guide to Family Leave P&M User Guide – SDA Guide to Family Leave

Supporting Information
People and Money User Guides
Human Resources A-Z of Policies
Human Resources A-Z of Forms
Maternity Toolkit

Step 4 Non-Return from Maternity Leave

Employees and managers should read the Maternity Policy and the Maternity Toolkit for information and guidance about each stage of maternity leave.

Role\Process	Employee	Line Manager	HR Operations
Redundancy	If employment ends as a result of a redundancy, and the termination takes effect between the 11th week before the due date (i.e. 29th week of pregnancy) and what would have been the end of the maternity leave, the employee will be entitled to UEMP in full. Payment of any outstanding UEMP and/ or SMP will be made by lump sum at the end of the employment.	Follow any necessary steps as outlined in End to End Process User Guide – Guide to Employment Separation	HR Ops will liaise with payroll and send a letter to the employee

Resignation	If an employee decides they won't return to work, they must notify their manager as soon as possible. They must give notice of their resignation, in line with their Conditions of Employment. If they opted to receive UEMP they will be told how much they need to repay, so that they can agree how this will be repaid before their employment ends.	Process the termination in People and Money, using reason: Non-Return from Maternity Leave P&M User Guide – How to process terminations End to End Process User Guide – Guide to Employment Separation	HR operations will liaise with payroll and send a letter to the employee
Supporting Information People and Money User Guides Human Resources A-Z of Policies Maternity Toolkit			