

Draft



## Maternity Policy

### 1. Scope

This policy applies to all staff employed by TACTRAN (Tayside and Central Scotland Transport Partnership).

### 2. Aim of the document

The aim of the document is to set out TACTRAN's policy for maternity leave and pay in order to ensure consistency of approach in line with employment legislation and TACTRAN's commitment to good employment practice.

### 3. Leave entitlement

From 1<sup>st</sup> April 2007 all female employees are entitled to a minimum of 26 weeks Ordinary Maternity Leave (OML) regardless of how long they have worked for TACTRAN. Employees are also entitled to Additional Maternity Leave (AML) which is a further period of leave of 26 weeks.

An employee can begin their maternity leave at any time from the 11<sup>th</sup> week before the baby is due.

Maternity leave will end for an employee if they are taking:

OML - at the end of the 26<sup>th</sup> week after it began

AML - at the end of the 52<sup>nd</sup> week after it began unless a different date has been agreed with TACTRAN.

If an employee wants to return to work earlier than agreed they must give TACTRAN at least eight weeks notice.

### 4. Pay entitlement

If an employee has worked for TACTRAN for at least 26 weeks at the beginning of the 15<sup>th</sup> week before the baby is due they may qualify for Statutory Maternity Pay (SMP). If eligible, an employee is entitled to 39 weeks SMP.

If an employee does not qualify for SMP they may be entitled to Maternity Allowance (MA).

### 5. Entitlement information

To obtain further advice on entitlement to maternity leave and maternity pay please contact the TACTRAN Office Manager

## **6. Notification**

6.1 The member of staff must notify the Office Manager, in writing, by the end of the 15<sup>th</sup> week before the baby is due or as soon as reasonably practicable, stating

6.1.1 The expected week of childbirth (EWC)

6.1.2 The date she wants her maternity leave to start (which cannot be earlier than the 11<sup>th</sup> week before the EWC).

6.2 Written confirmation will be provided by TACTRAN within 28 days of receiving the notice of planned maternity leave, setting out the date on which the employee will be expected to return to work if she takes her full entitlement to maternity leave.

## **6. Members of staff not returning to work**

For employees who choose not to return to work their appointment will terminate on the last day of work. TACTRAN will continue to pay Statutory Maternity Pay (if applicable) and at the end of the SMP period, a P45 will be sent to the home address.

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