

Green Templeton College University of Oxford

2. Maternity Policy

2.2 Maternity Leave – Green Templeton College Provisions

Female employees who meet the relevant qualifying criteria, and regardless of their staff group, grade or hours worked, will be eligible for the provisions of the Green Templeton College maternity leave scheme.

All pregnant employees irrespective of length of service have a statutory right to reasonable paid time off work to keep appointments for antenatal care prescribed by a doctor, midwife or health visitor. Evidence of appointments may be requested.

2.2.1 The Qualifying Criteria

In order to qualify for the Green Templeton College maternity leave scheme, at the 15th week before the expected week of childbirth an employee should:-

- i) Hold a current contract of employment with Green Templeton College; and
- ii) Have at least 26 weeks' continuous service with Green Templeton College; and
- iii) Provide Green Templeton College with the correct notification of her intention to take leave; and
- iv) Intend to return to work following the birth of the baby.

2.2.2 The Benefits

- All employees are entitled to take up to one year's (52 weeks') maternity leave, regardless of length of service with the College. The employee may decide how much of the 52 weeks' maternity leave they wish to take, however they must take by law a minimum of two weeks' leave from date of childbirth.
- If she meets all the following requirements, the employee will be eligible to receive the benefits of the Green Templeton College maternity pay scheme as follows:-

26 weeks' full pay; followed by
13 weeks; statutory maternity pay; followed by
13 weeks' unpaid leave

Total = 52 weeks' leave

- Staff who comply with the above criteria but who indicate before the commencement of their maternity leave that they do not wish to return to work, will receive 39 weeks' Statutory Maternity Pay only (provided their earnings also reach the governments' Lower Earnings Limit for National insurance Contributions.)

- Staff who have less than 26 weeks' continuous service into the 15th week before the baby is due will not be entitled to Green Templeton College maternity pay or Statutory Maternity Pay, but may be entitled to a state Maternity Allowance which can be claimed via the individual's local JobCentre Plus office.

2.2.3 Informing the College

To claim maternity leave and pay under the Green Templeton College maternity scheme, an employee should notify her department no later than the 15th week before the expected week of childbirth of:

- i) The fact that she is pregnant
- ii) The expected week of childbirth
- iii) The date when she intends to start taking leave
- iv) Her intention to return to work after the birth of her baby

The employee should also provide the College with a copy of her MatB1 form that she will have been given by her healthcare provider (usually the GP or midwife) usually around the 25th week of pregnancy.

2.2.4 Starting Maternity Leave/Pay

A woman can choose to start her maternity leave any time after the beginning of the 11th week before the expected week of childbirth (although maternity leave will start automatically before then if she gives birth early or is ill for a pregnancy-related reason during the last four weeks of her pregnancy) and may change her chosen start date by giving 28 days notice.

2.2.5 Contact during Maternity Leave

The College may make contact with the employee (and vice-versa) while she is on maternity leave, as long as the amount and type of contact is not unreasonable (e.g. to discuss plans for returning to work or to keep her informed of important developments in the workplace).

2.2.6 Keeping in Touch Days – Working During Maternity Leave

The employee can undertake up to a maximum of 10 days' work under her contract of employment during her maternity leave, as long as both she and the College have agreed for this to happen, and agree on what work is to be done and how much she will be paid for it.

2.2.7 Returning to Work

It is assumed that the employee will return to work at the end of her full 52 weeks' of maternity leave unless she has told the College that she wishes to come back at any other time.

The employee can return to work earlier than the full 52 weeks' of maternity leave, or can change the date of her return to work, as long as she gives 8 weeks' notice to the College.

If the employee decides not to return to work at the end of her maternity leave, or returns to work for less than three months, the College reserves the right to reclaim all or part of the payments

made under the College scheme, minus any statutory maternity pay element to which the employee was eligible.