

Pregnancy should be a positive and exciting time.

It is also a time when information and support is needed and questions may arise.

The NASUWT is committed to supporting you throughout this time, ensuring that you receive the advice you need about what pregnancy will mean for your job.

This quick guide provides you with key information about your rights at work while you are pregnant.



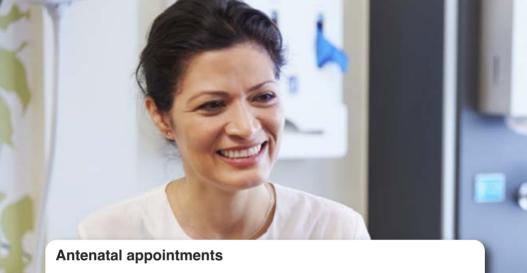


## To qualify for maternity rights, you must:

- have a contract of employment;
- notify your employer you are pregnant at least 15 weeks before the expected week of the birth, confirming the date your baby is due and the date you want your maternity leave to start;
- have worked for your employer continuously for at least 26 weeks prior to the 'qualifying week' (i.e.15 weeks before the Expected Week of Childbirth);
- provide your employer with proof of your pregnancy (e.g. doctor's letter or a maternity certificate known as an MATB1 certificate). These are usually issued 20 weeks before the due date.

Once you have notified your employer of your pregnancy, your employer must then write to you within 28 days, confirming the date you have agreed to return after your maternity leave.





You are entitled to reasonable paid time off to attend antenatal appointments. Keep details of any antenatal appointments in case your employer asks to see them.

## Sickness absence

Sickness absence during your pregnancy, whether connected with your pregnancy or not, should be treated as ordinary absence on sick leave.

However, if you take sick leave for pregnancy-related reasons in the last four weeks before the expected week of childbirth, your employer can require you to start your maternity leave early.

## Risk assessment

During your pregnancy, your employer is required to carry out an initial risk assessment of your job and working environment, examining any risks that might affect you or your unborn child.

Your employer is required to confirm that a risk assessment has been undertaken. You should be given a copy of the risk assessment.

Further assessments should be undertaken if your job or working environment changes in any way.

If any risks are identified as part of the assessment, 'reasonable adjustments' should be made. These should be discussed with you first, and you should be asked for your opinion.

If any risks identified cannot be managed by making reasonable adjustments, and no suitable alternative work is available, your employer must suspend you on full pay for as long as necessary to protect the health, safety and wellbeing of you and your baby.



Your maternity leave may commence no earlier than the 11th week before the Expected Week of Childbirth.

The latest date maternity leave can commence is the date you give birth.

You are entitled to 52 weeks' Statutory Maternity Leave, made up of 26 weeks' Ordinary Maternity Leave and 26 weeks' Additional Maternity Leave.

You must take at least two weeks' maternity leave following the day of childbirth.

Maternity leave and pay can be shared with your partner if you choose to end your maternity leave and give notice to your employer that you intend to do so.

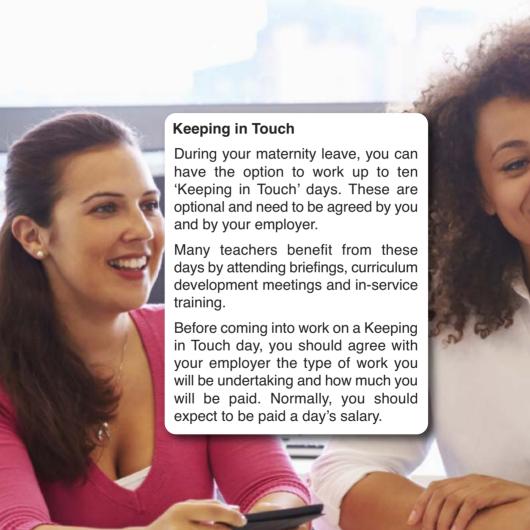


## **Maternity leave pay**

You are entitled to receive up to 39 weeks' Statutory Maternity Pay during your maternity leave followed immediately by up to 13 weeks' unpaid maternity leave if you:

- are employed in the 'Qualifying Week' (i.e. the 15th week before the Expected Week of Childbirth);
- have given the employer at least 28 days' notice (or, if that is not reasonably practicable, as much notice as is reasonably practicable) of the date you intend to start your Statutory Maternity Pay;
- have given your employer proof that you are pregnant;
- have worked for your employer continuously for at least 26 weeks up to the 'qualifying week';
- are still pregnant 11 weeks before the start of the Expected Week of Childbirth;
- have ceased work (i.e. commenced maternity leave);
- earn at least the Lower Earning Limit for National Insurance purposes (which is £112 a week (gross as at February 2015)) in an eight-week 'relevant period'.









If you wish to return to work on the agreed date, then no notice is required.

If you wish to return to work earlier than your agreed date, or if you wish to extend the period of your maternity leave, you will need to give your employer at least eight weeks' notice in writing of the new date of return.

You should return to the same job if you took Ordinary Maternity Leave. If you have taken Additional Maternity Leave, then you have the right to return to a job that is not significantly different, but it may not be the same.

If you become pregnant again during your maternity leave, then a second period of maternity leave will begin immediately, without you returning to work.



Other NASUWT advice:

Flexible Working: www.nasuwt.org.uk/FlexibleWorking Paternity Leave: www.nasuwt.org.uk/PaternityLeave

Shared Parental Leave: www.nasuwt.org.uk/SharedParentalLeave



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