

Reference Number: UHB 252 Version Number: 2b	Date of Next Review: 09 Jan 2022 Previous Trust/LHB Reference Number: N/A
MATERNITY LEAVE AND PAY PROCEDURE	
Introduction and Aim <p>The rules covering maternity leave and pay are fairly complex; this procedure ensures that employees of Cardiff and Vale University Health Board (the UHB) are informed of their entitlements, and provides a straightforward summary of the actions they and their managers need to take.</p>	
Objectives <ul style="list-style-type: none"> • To provide comprehensive information to employees on their entitlements with regards to maternity leave and pay • To provide the fair, consistent and effective application of maternity provisions 	
Scope <p>This procedure applies to doctors, dentists and staff employed under the Agenda for Change Terms and Conditions.</p> <p>All employees will be treated with dignity and respect regardless of any binary / gender identity or sexual orientation.</p> <p>For the purposes of this Procedure, the gender you were assigned at birth is not relevant as long as you meet the eligibility criteria described.</p>	
Equality and Health Impact Assessment	<p>A stand-alone Equality and Health Impact Assessment has not been completed, because this procedure and the Maternity, Adoption, Paternity and Shared Parental Leave Policy is covered by the ‘family friendly policies’ EHIA. This EHIA found there to be a positive impact.</p>
Documents to read alongside this Procedure	<p> Maternity, Adoption, Paternity and Shared Parental Leave Policy Flexible Working Policy Maternity Risk Assessment Procedure Guidelines for Combining Returning to Work and Breastfeeding Shared Parental Leave Procedure Payroll Overpayment/Underpayment Policy Supporting Transgender Staff Procedure </p>
Approved by	<p>Employment Policy Sub Group</p>
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Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	21.01.15		Content previously included within the Maternity, Adoption and Paternity Guidance Notes. A new policy has been developed and separate procedures written to support it.
2	09.01.2019	22.01.2019	<p>Scope changed to explicitly state that this procedure is not restricted by the gender an employee was assigned at birth.</p> <p>References to 'she/hers' changed to 'they/theirs' throughout.</p> <p>Payslips are no longer posted to employee's home address during the Maternity Leave period as they are available online.</p> <p>Section on keeping in touch during maternity leave reworded to make it clearer.</p> <p>Reference to HR informing the Temporary Staffing Office of maternity start and end dates has been removed as this does not happen in practice.</p> <p>References to 'confirmation of return to work forms' replaced with PIF forms</p>
2a		29.04.2019	Statement added to reflect monthly pay arrangements (section 3.6)
2b	10.07.2019	16.07.2019	Gender neutral language incorporated in line with Stonewall recommendations

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1 RESPONSIBILITIES

1.1 Pregnant Employee

- To inform their manager as soon as they knows they are pregnant
- To access this procedure on the UHB internet site, from their manager or from the HR Operations Centre and seek additional advice if necessary
- To comply with requests to attend Occupational Health
- To make an [application](#) to take maternity leave
- To provide the original Mat B1 form
- To inform their manager of their intentions regarding returning to work
- To support their manager in undertaking a health and safety risk assessment

1.2 Manager

- To ensure the employee has a copy of this procedure and seeks additional advice from HR Operations Centre if necessary
- To ensure that the pregnant employee is aware of their rights and obligations under this procedure and is afforded time off and all other entitlements
- When notified of the pregnancy, to perform a risk assessment of the employees work and do what is reasonably practicable to control any risk to the health of the employee, unborn child, or child of an employee who is breast feeding. To then place a record of this risk assessment on the employee's personal file
- To consider all physical, chemical and biological hazards in the workplace
- To ensure that the countersigned maternity leave application form is forwarded to the HR Operations Centre along with original Mat B1 certificate
- To keep the employee who is on maternity leave informed about developments in the UHB and the department
- Inform Payroll when the employee goes on and returns from maternity leave
- Understand that non-binary and trans staff may need to utilise this procedure and that they should be treated with dignity and respect. Specific guidance and advice is available from the UHB Equality Manager if required.

1.3 Human Resources Operations Centre

- To advise the pregnant employee of their rights and obligations
- To administer the maternity leave provisions in conjunction with payroll

1.4 Occupational Health

- To advise managers and staff of the risks involved in undertaking certain activities whilst pregnant

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- To provide independent medical advice regarding maternity issues in employment

1.5 Payroll

- To ensure that payments are made in line with both current Occupational and Statutory regulations
- To ensure that the Mat B1 has been received
- To ensure that payments are made in line with normal salary crediting
- To ensure that the employee's membership to the NHS Pension Scheme is protected during paid and unpaid maternity leave
- To issue an SMP exclusion form promptly to employees not entitled to statutory benefits, to enable the employee to claim directly from Jobcentre Plus

2 HEALTH AND SAFETY

As soon as the member of staff is aware they are pregnant they must notify their manager. This provides the manager with time to plan for the anticipated absence and ensures that a risk assessment is carried out as soon as possible.

When a manager is informed that an employee is pregnant, they have a duty to perform a risk assessment of their work activities and do what is reasonably practicable to control any risk to the health of the employee and child during or after the pregnancy or when breastfeeding. This may include temporary adjustments which need to be made to the employee's working conditions.

This must be carried out using the Risk Assessment for Maternity Procedure.

In exceptional circumstances, the employee's medical practitioner may advise or the risk assessment may determine that the employee is unable to carry out some or all of their duties, but that it is not necessary for them to refrain from work. In these circumstances the UHB will, where practicable, provide alternative employment at the substantive rate of pay. If that is not feasible, they should be suspended from work (at the substantive rate of pay) for as long as necessary to protect their health and safety or that of the child.

3 ENTITLEMENT TO MATERNITY LEAVE & PAY

All pregnant employees are entitled to take up to 52 weeks maternity leave. The amount of pay they will receive depends on length of service.

Details of leave and pay entitlements are attached as [Appendix 1](#).

3.1 Compulsory Maternity Leave

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Employees don't have to take 52 weeks if they don't want to. However, the first 2 weeks following the birth must be taken

3.2 Commencing Maternity Leave

You can start at any point from the beginning of the eleventh week before the expected week of childbirth, provided the required notice is given.

If the employee gives birth before commencing maternity leave, their leave will commence on the day after the child is born.

It is possible for an employee to change the start date of their maternity leave after notifying the UHB of their plans provided they gives their manager at least 28 days written notice (unless this is not reasonably practicable)

3.3 Notification Requirements

To qualify for maternity leave, an employee must notify the UHB by completing a [maternity leave application form](#) no later than the end of the 15th week before the expected week of childbirth (EWC) (or if this is not possible as soon as possible after the Mat B1 has been received).

The application form must be countersigned by the line manager and forwarded to the HR Operations Centre for processing, along with the original Mat B1 form, signed by the GP or midwife.

3.4 Premature and Still Birth

If an employee's baby is born prematurely (i.e. at least 11 weeks before the baby is due) and the baby is in hospital, the employee may split their maternity leave entitlement, taking a minimum of 2 weeks leave immediately after childbirth, and the rest of the leave when the baby is discharged from hospital.

In the event of a stillbirth occurring from the 24th week of pregnancy, the employee will be entitled to the same amount of maternity leave and pay as if the baby was born alive.

If an employee has a miscarriage before the 24th week of pregnancy, normal sick leave provisions will apply.

3.5 Statutory Maternity Pay

If an employee has at least 26 weeks' continuous service at the start of the 15th week before their child is born, they will normally be entitled to receive Statutory Maternity Pay (SMP) whether or not they intend to return to work.

Statutory Maternity Pay is payable for a maximum of 39 weeks. During the first 6 weeks this is either the statutory SMP pay rate or 90% of the salary, **whichever is higher**. After this time the employee will be paid at the rate of either the statutory SMP pay rate or 90% of the salary, **whichever is less**.

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Statutory pay rates can be found on the [HM Revenues and Custom website](#):

3.6 Occupational Maternity Pay

Those staff that have 12 months continuous service with one or more NHS employers at the beginning of the eleventh week before the expected week of childbirth and intend to return to work for a minimum of 3 months are also entitled to occupational maternity pay.

This is paid at 8 weeks full pay (inclusive of Statutory Maternity Pay (SMP), 18 weeks half pay plus SMP (n.b. the total should not exceed full pay).

Full pay is calculated by taking the average over the eight week period prior to the qualifying week. The qualifying week is 15 weeks before the expected week of childbirth. Monthly paid staff will have their average calculated using the two pay periods that precede the qualifying week (based on the pay date). Where the pay date falls prior to or during the qualifying week, this period will be included.

By prior agreement, occupational maternity pay (the full and half pay entitlement) may be paid in a different way, for example as a fixed amount spread equally over 26, 39 or 52 weeks. Employees who are interested in finding out more about this option and what their pay would be should contact Payroll for more information as it does have a significant impact on the pay received at the beginning of the maternity leave period.

If an employee is on sick leave attracting reduced sick pay during the period used for calculating maternity pay, average weekly earnings are calculated on the basis of notional full sick pay.

If an employee is on an Employment Break or is away from the workplace for any other reason (e.g. secondment, parental leave, unpaid Maternity/Adoption Leave etc.), or if their salary is reduced because of Additional Annual Leave, Childcare Vouchers or any other salary sacrifice scheme during this 8 week period, the amount of maternity pay they are entitled to may be reduced. As this will vary depending on the timing of the absence from the workplace / reduction in salary, employees in this position are advised to seek personalised guidance from the Human Resources Operations Centre as soon as they know they are pregnant.

Maternity pay will be paid into the employee's bank account on the same day that they would receive their salary and will be subject to the usual deductions for tax, National Insurance and pension contributions. Payslips during the Maternity Leave period will be sent to the employee's home address and a charge for postage costs will be made.

If an employee opts to receive occupational maternity pay and then does not return to undertake the required 3 months of work, they may be liable to repay the difference between statutory maternity pay and the occupational maternity

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pay received.

3.7 Maternity Allowance

If an employee is not eligible for Maternity Pay, they may be entitled to claim Maternity Allowance direct from the Department for Works and Pensions. To do this they need to complete the SMP1 form which will be provided by payroll.

3.8 Employees Not Returning To NHS Employment

If an employee decides that they do not wish to return to work with the NHS after their maternity leave they may still be entitled to pay which is equivalent to SMP (provided they meet the qualifying criteria set out in paragraph 3.5).

However, an employee must still be working for the NHS at the start of the expected week of childbirth to receive occupational maternity pay, and if they leave before the 15th week before the EWC they may not be entitled to SMP.

3.9 Employees Who are Undecided About Returning To NHS Employment

On the Maternity Leave Application Form employees are given the opportunity to indicate that they are undecided about whether or not to return to work following their maternity leave. If an employee indicates that this is the case, and they meet the qualifying criteria set out above, they will receive SMP. They will then be contacted by the Human Resources Operations Centre 12 weeks before the end of their maternity leave to ask if they intend to exercise their right to return to work. Failure to respond to this correspondence within 28 days of receipt may jeopardise their return to work.

If an employee decides to return to work they will then be eligible to claim the extra maternity pay that they would have received if they had indicated that they would be returning to work (if they meet the criteria set out in paragraph 3.6). They are obliged to return to work within this UHB or another NHS organisation for a minimum period of 3 months to receive this money.

If an employee decides to exercise the right not to return to work, they should contact their manager and inform them of this decision to enable them to make arrangements for ending their contract of employment. Employees will not have to pay back any of their maternity pay to the UHB should they decide not to return to work as long as they indicated on their application form that they were undecided about their intentions.

3.10 Maternity Leave whilst on a Fixed Term or Training Contract

If an employee's contract expires more than 15 weeks before the baby is due, the employee is not entitled to maternity leave or pay and their contract will terminate on the existing day of termination.

If the employee's contract expires less than 11 weeks before the baby is due,

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or during the employee's maternity leave, they will be entitled to the same maternity leave and pay as if they had a permanent contract. .

If the employees contract expires between the 11th and the 15th week before the baby is due, then they will not be entitled to OMP but may be entitled to SMP. If the employee has sufficient service to entitle them to SMP, this will be paid and the fixed term contract extended to enable them to take their maternity leave.

Where the employee's contract expires during the employees maternity leave, the employee will not be entitled to return to work.

If the employee is a medical practitioner or is participating in a planned rotation of appointments as part of a training programme, the employee has the right to return to the same post or in the next planned post irrespective of whether the contract would otherwise have ended if pregnancy and birth had not occurred. In this case, the contract will be extended to enable the training programme to be completed.

4 GENERAL CONDITIONS FOR MATERNITY LEAVE AND PAY

4.1 Antenatal care

Employees are entitled to reasonable paid time off to attend ante-natal appointments, including relaxation and parent craft classes, provided adequate notice is given. It is only necessary to provide proof of the first appointment.

4.2 Sickness During Pregnancy

If the employee is sick for a pregnancy related reason at any time during the four weeks before the expected week of childbirth, their maternity leave will automatically begin at the start at the latest of the following dates:

- the beginning of the fourth week before the expected week of childbirth, or
- the beginning of the next week after the employee last worked.

However, odd days of pregnancy related illness may be disregarded if the employee wishes to continue working until the date previously agreed with their manager.

If the employee is sick earlier than this, or for a reason other than their pregnancy, the absence will be recorded in the normal manner.

Special consideration will be given to managing the health and attendance of pregnant employee and pregnancy related absences will be disregarded for the purposes of managing short term sickness absence under the Managing Attendance Policy.

4.3 Annual Leave and Bank Holidays

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Employees continue to accrue annual leave and bank holidays during their maternity leave.

If the employee has any outstanding annual leave before the start of their maternity leave, they should discuss and agree with their manager whether it would be a good idea to take some or all of it before their maternity leave starts (including any additional annual leave purchased). If this is not possible, the employee should discuss and agree with their manager the possibility of taking accrued annual leave when they return from maternity leave, either in a single period or to allow a short period of part-time working, especially where the employee may be carrying annual leave/bank holidays over into a new leave year.

If the employee has indicated that they do not intend to return to work at all, any outstanding annual leave for the entire period of maternity leave will ideally need to be taken prior to the employees maternity leave start.

N.B. it is not possible for employees to take annual leave while on maternity leave as this will bring their maternity leave to an end.

Payment in lieu may be considered as an option where accrual of annual leave exceeds normal carry over provisions. Managers should discuss this with the appropriate Directorate Manager/budget holder on a case by case basis.

4.4 NHS Pension Scheme

All maternity leave periods will be counted as continuous service for the purpose of the NHS Pension Scheme.

Contributions will be deducted as usual while an employee is on paid maternity leave.

Contributions due for the unpaid section of an employee's maternity leave will be accumulated and recovered over the same number of periods as the unpaid leave on the employee's return to work. If an employee prefers to pay their contributions during their unpaid leave they should contact the payroll department to discuss this.

4.5 Contractual Rights

During maternity leave (both paid and unpaid) employees retain all of their contractual rights except remuneration.

Taking a period of maternity leave will not affect the employee's incremental date, pay awards or continuous service.

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4.6 Secondary Assignments

If an employee has more than one assignment with the UHB their maternity pay will be paid from their primary assignment and they will receive one payslip for the duration of their maternity leave.

4.7 Car Users Allowance

If an employee is in receipt of a regular car users allowance during the period in which their maternity pay is calculated (see paragraph 3.6) this allowance will be included in their average maternity pay and will not be paid as a separate element until their return to work.

4.8 Pregnancy Occurring During Maternity Leave

Paid and unpaid maternity leave counts as continuous and qualifying service for subsequent periods of maternity leave. This means that an employee who becomes pregnant while already on maternity leave is entitled to a further period of maternity leave.

However, as occupational maternity pay and statutory maternity pay is calculated on the level of average weekly earnings during the 8 week period, 15 weeks prior to the expected week of childbirth, the employee may not qualify for any pay during the subsequent period of leave.

5 KEEPING IN TOUCH DURING MATERNITY LEAVE

Before starting maternity leave, the employee and their manager should discuss and agree any voluntary arrangements for keeping in touch during employee's maternity leave including:

- i) any voluntary arrangements that may help them keep in touch with developments at work and, nearer the time of their return, to help facilitate their return to work
- ii) keeping the employer in touch with any developments that may affect their intended date of return.

The law allows an employees to attend work on a maximum of 10 'Keeping in Touch' (KIT) days during their maternity leave to facilitate a smooth return to work. These days can be consecutive, can be shorter than a normal working day and can include training sessions etc. Working for part of a day counts as one of the 10 KIT days. Any such KIT days and the arrangements for them must be agreed by both the employee and their manager and neither can insist on KIT days being used.

If a KIT day is worked the employee's maternity pay/allowance will be made up to full pay for those hours worked. If the employee is on unpaid maternity leave they will be paid at the normal hourly rate

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Managers must keep a record of all hours worked on KIT days and inform payroll of these using the Payroll Instruction Form (PIF). Payment of KIT days will be made on the return from maternity leave and will not be made on an 'as and when basis'.

Employees cannot work on a KIT day until at least 2 weeks after the birth of their child.

6 RETURN TO WORK

- 6.1** Employees are entitled to return to work to their original job under their original contract and on no less favourable terms and conditions. If this is not reasonably practicable they will be found suitable alternative employment, where the terms and conditions are not substantially less favourable than their original job.

- 6.2** If an employee has stated on their Maternity Leave Application Form that they intend to return to work they must present themselves for work on their first working day after the date set out in the letter confirming their maternity leave and pay entitlements.

If they have stated on their Maternity Leave Application Form that they have not decided whether or not they intend to return to work, the Human Resources Operations Centre will write to them to ask if they intend to exercise their right to return to work (see Section 3.5).

If they wish change their maternity leave end date they may do so, but they are required to give at least 28 days written notice of this change. Failure to do so may result in the delay of their return to work.

Employees who return to work prior to the end of the 39 weeks SMP period and then take sick leave of more than 3 calendar days (before the end of the 39 weeks) are entitled to receive SMP. In this instance they will see a mixture of Occupational Sick Pay and SMP on their payslip.

The manager must complete the Payroll Instruction Form (PIF) to inform Payroll of the employee's return from maternity leave. Failure to do this may result in a delay in their pay. If they have worked KIT days their manager should indicate this on the PIF form.

Employees taking annual leave at the end of maternity leave will be deemed to have returned to work on the first day of annual leave and managers must submit a PIF form confirming the employee's return effective from this date.

If the employee is unable to return to work on the date notified because of sickness, the UHB's normal procedures for managing sickness absence will apply and the employee should notify their manager in the usual way.

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If the employee wishes to resign during or after a period of maternity leave, she should give written notice to their manager in the usual manner.

6.3 Flexibility

If at the end of their maternity leave an employee wishes to return to work on different hours, the manager has a duty to facilitate this wherever possible, with the employee returning to work on different hours in the same job. If this is not possible, the manager must provide written, objectively justifiable reasons for this and the employee should return to the same grade and work of a similar nature and status to that which they held prior to their maternity leave.

If it is agreed that an employee may return on a flexible basis, including changed or reduced hours, for an agreed temporary period this will not affect their right to return to their job under their original contract at the end of the agreed period. (n.b. this will not affect the employees maternity pay as this is calculated before commencing maternity leave)

To apply for a change in hours employees should refer to the [Flexible Working Policy](#). It is recommended that they discuss this with their manager in the first instance and apply as soon as possible as the process is lengthy.

6.4 Post-Natal Care And Breastfeeding

Employees who have recently given birth and returned to work should have paid time off for postnatal care e.g. attendance at health clinics.

Any employee who is breastfeeding must be risk assessed and facilities provided in line with the [Combining Returning to Work and Breastfeeding Guidelines](#).

6.5 Postponing A Return to Work

The only circumstance in which an employee will ordinarily be able to postpone their return to work following maternity leave is for health reasons. In such circumstances a Fit Note from their medical practitioner must be provided.

However, the return to work may be postponed in exceptional circumstances, for example, where employees have sick pre-term babies or multiple births. The extension of unpaid contractual leave should be discussed on a case by case basis and decided by the manager (with advice from Human Resources if appropriate). This would only be agreed in exceptional circumstances.

6.6 Failure to return to work

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If an employee states on their maternity leave application form that they intend to return to work for the UHB or for another NHS employer, they must do so within 15 months of the beginning of their maternity leave. They will be required to work for a minimum of 3 months. If they fail to do so they will be liable to pay back the difference between occupational and statutory maternity pay.

However, the UHB has some discretion to waive their rights to recovery if it is believed that the enforcement of this provision would cause undue hardship or distress. In addition, the UHB may waive the rights to recovery if they return to work on the Temporary Staffing Office (Bank) (see Appendix 3 for details).

6.7 Employment Break

It may be possible for an employee to take an employment break immediately after their maternity leave. However, if they do not return to work within the NHS for a minimum of 3 months at the end of the employment break, they will have to re-pay the difference between occupational and statutory maternity pay. Employees have 15 months from the start of their maternity leave to return to work before becoming liable to refund maternity pay but this 15 month period is suspended for the duration of an employment break.

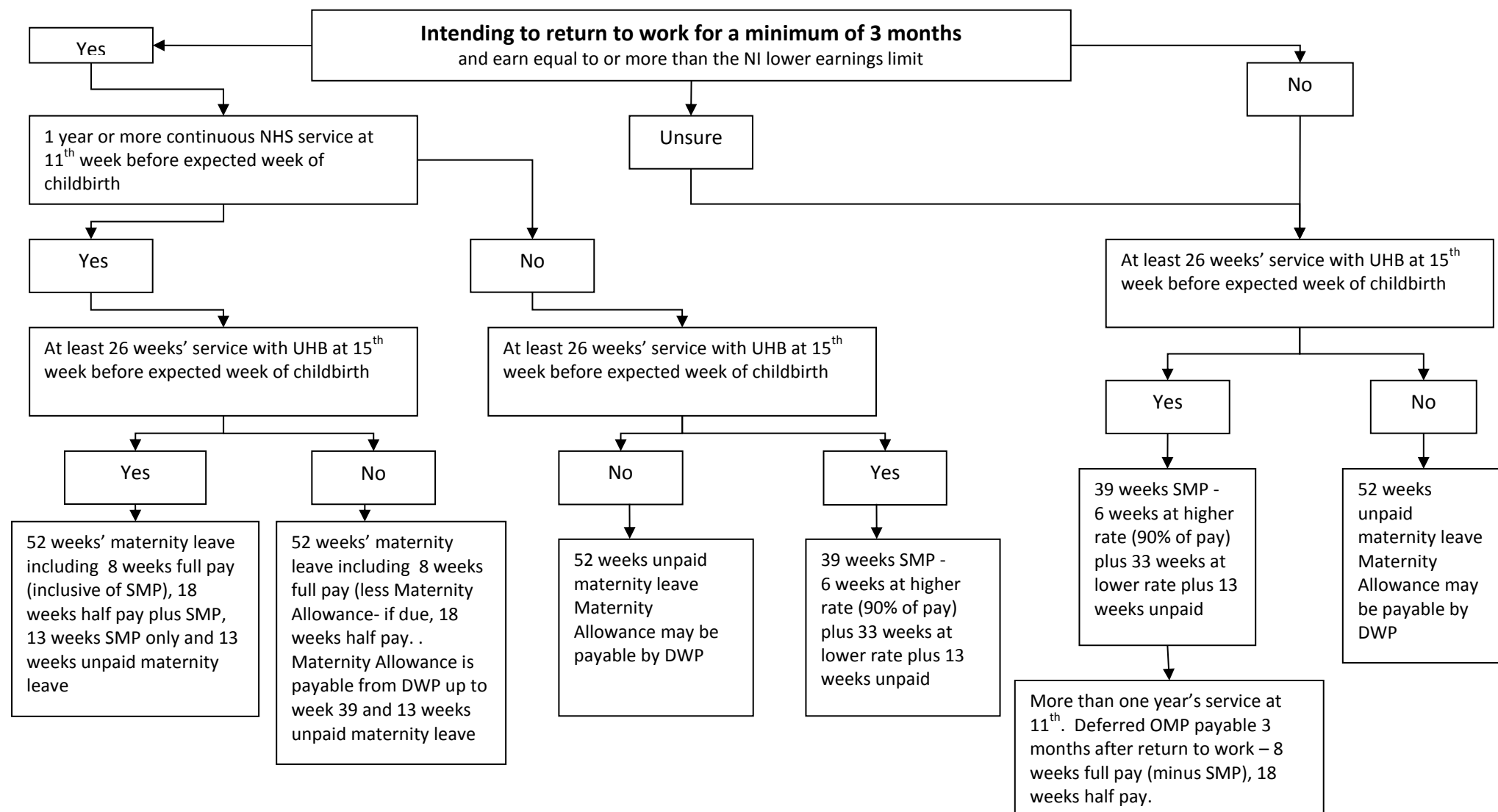
6.8 Shared Parental Leave

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year by giving parents more flexibility in considering how to best care for, and bond with, their child. A total of up to 52 weeks leave can be taken, which can be a combination of Maternity Leave and Shared Parental Leave. However, before either parent can take Shared Parental Leave, the employee must give notice of their intention to end their maternity leave early.

All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. The rules covering Shared Parental Leave are fairly complex; the Shared Parental Leave Procedure ensures that employees are informed of their entitlements and provides a summary of the actions they and their managers need to take.

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Appendix 1 – Entitlements to Maternity Leave and Pay Flow Chart



APPENDIX 2 – CONTINUOUS SERVICE

For the purposes of calculating whether or not an employee meets the twelve months continuous service with one or more NHS employer qualification, the following provisions shall apply:

- i. NHS employers includes health authorities, NHS Boards, NHS Trusts, Primary Care Trusts and the Northern Ireland Health Service;
- ii. A break in service of 3 months or less will be disregarded (though not count as service).

The following breaks in service will also be disregarded (though not count as service):

- Employment under the terms of an honorary contract,
- Employment as a locum with a general practitioner for a period not exceeding twelve months,
- A period of up to twelve months spent abroad as part of a definite programme of postgraduate training on the advice of the Postgraduate Dean of Faculty Advisor in the specialty concerned,
- A period of voluntary service overseas with a recognised relief organisation for a period of twelve months (this may be exceptionally extended for twelve months at the discretion of the employer which recruits the employee on their return),
- Absence on a career break in accordance with the provisions of Section 36 of the Agenda for Change Handbook,
- Absence on maternity leave (paid or unpaid) as provided for under this agreement.

Employers may at their discretion extend the period specified for breaks in service which will be disregarded (though not count as service).

Employment as a trainee with a General Medical Practitioner in accordance with the provisions of the Trainee Practitioner Scheme shall similarly be disregarded and count as service.

APPENDIX 3 – WORKING FOR THE TEMPORARY STAFFING OFFICE

1. WORKING FOR THE TEMPORARY STAFFING OFFICE WHILE ON MATERNITY LEAVE

Employees are not allowed to work for the Temporary Staffing Office while on paid maternity leave. However, they are entitled to work a maximum of 50% of their substantive post hours per week for the Temporary Staffing Office during their unpaid leave period. If they exceed this limit it will constitute a return to work. Members of staff are encouraged to work any shifts in the area in which they are substantively employed.

2. RETURNING TO WORK FOR THE TEMPORARY STAFFING OFFICE

Employees who do not return to the UHB or another NHS employer would ordinarily have to repay any enhanced occupational maternity pay they have received. However, in order to retain the skills and experience of employees, the UHB supports the waiver of the right to recover the enhanced maternity pay for those employees who are automatically eligible to join the Cardiff and Vale UHB Temporary Staffing Office (i.e. current staff in unqualified or qualified nursing posts, or other areas covered by the Temporary Staffing Department) as long as they work a minimum of 18 shifts within 15 months of commencing their maternity leave.

Rules

1. Employees are only permitted to work for the Temporary Staffing Office during their unpaid maternity leave.
2. Working for the Temporary Staffing Office will not constitute a return to work and they will be treated in the normal way as an employee who does not return to work after a period of maternity leave in all aspects apart from this one exception.
3. There is no mutuality of obligation and all conditions working as a Cardiff and Vale **BANK ONLY** staff will apply.
4. Working for the Temporary Staffing Office is on a casual basis with no contracted hours and it is intended for work on a day by day basis when required by the clinical areas. Employees may work any flexible hours to suit their requirements, as there is no contract for working any hours each week. There is no guarantee of regular hours by the UHB or the employee. Availability of work depends on individual area requirements. There is no sick pay. They will be paid for hours worked. All shifts worked will be paid at the current agreed hourly rate for Bank Only staff.
5. It is their responsibility to ensure that they work the minimum of 18 shifts within 15 months of the beginning of their maternity or adoption leave.

6. Once the 18 shifts have been worked the Temporary Staffing Office will notify Payroll.
7. If they do not complete the 18 shifts within the specified time period, Payroll will be instructed to pursue the overpayment procedure as set out in the [Payroll Overpayment/Underpayment Policy](#).