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# **MATERNITY POLICY: LEAVE & BENEFITS**

## **1. INTRODUCTION**

University of Suffolk Maternity Policy is part of our suite of family friendly policies which together are designed to recognise your family as well as your work commitments and to ensure a healthy work-life balance. This Maternity Policy applies to all pregnant staff irrespective of length of service.

## **2. NOTIFICATION OF PREGNANCY**





## 7. STILLBIRTHS OR DEATH OF A BABY AFTER CHILDBIRTH

Whilst you may not feel ready to talk to us in the event of a stillbirth, we would like you to contact us as soon as you can. We would like to be as supportive as possible and will be able to advise you what payments and benefits may be available to you.

If your baby is stillborn before the 25<sup>th</sup> week of your pregnancy, you will not be able to get Statutory Maternity Pay (or leave). You may be able to get Statutory Sick Pay instead. You will also be eligible for sick or compassionate leave according to the circumstances. Each case will be considered by the Director of Human Resources. Please see the [Special Leave policy](#) for further details.

If your baby is stillborn after the start of the 25<sup>th</sup> week of your pregnancy, you remain eligible for Statutory Maternity Pay (or leave).



Your absence may be treated as unauthorised and could be subject to disciplinary action. Leave will not accrue if there is any extended period of absence.

## **12. ANNUAL LEAVE ENTITLEMENT DURING MATERNITY LEAVE**

Annual leave continues to accrue throughout the full period of maternity leave and can be taken up to one year after returning to work.

## **13. PENSION CONTRIBUTIONS DURING MATERNITY LEAVE (USS & LGPS)**

Contributions are maintained in full for any period when you are in receipt of any pay, whether con-



Minimum Length of Service	Earnings Level	Maternity Leave Entitlement	Statutory Maternity Pay (SMP) Entitlement	Occupational Maternity Pay (OMP) Entitlement	Comments
Applies only to employees with less than the 15 <sup>th</sup> week before the baby is due.	N/a	52 weeks (26 weeks OML* & 26 weeks AML**)	No entitlement	No entitlement	Apply for Maternity Allowance from Benefits Agency. The university will issue an SMP1 form for this purpose.



<p>Employee must have completed 15 weeks of continuous service at the 15<sup>th</sup> week before the baby is due.</p>	<p>Average weekly earnings of <b>more</b> than the lower rate of SMP</p>	<p>As above</p>	<p>6 weeks @ 90% of full pay</p> <p>33 weeks @ lower SMP rate</p> <p>Up to 13 weeks unpaid</p> <p>Payable even if not returning</p>	<p>No entitlement where employee has less than 1 week in which the baby is due.</p> <p>Where employee has one year or more service at the week in which the baby is due:</p>	<p>OMP only payable where employee has indicated their intention to return to work after maternity leave***.</p> <p>Where payable, OMP so that pay does not exceed 100% of normal pay.</p>
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