

Maternity Policy

<p>This is the statement of general policy and arrangements for: THE RIGHT TO WORK</p>		
<p>Debbie Lyall (Managing Director) Louise Macmillan (Director)</p> <p>has overall and final responsibility for this policy</p>		
<p>Maxine Grantham – Staunton</p> <p>has day-to-day responsibility for ensuring this policy is implemented when needed</p>		
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
<p>This policy is not part of an employment contract and may be amended.</p>		<p>EWC – Expected Week of Confinement Qualifying Week – The 15th week before the EWC MA – Maternity allowance SMP – Statutory Maternity Pay KIT – Keeping in Touch</p>
<p>Informing us of pregnancy.</p> <p>To be eligible for SMP pregnant employees must give the following written confirmation before the end of their Qualifying Week:</p> <ul style="list-style-type: none"> • Confirmation of pregnancy -copy of MATB1 (maternity certificate) • The week the baby is due. • Proposed maternity leave start date. • Intention to claim SMP. 	<p>Pregnant employee Debbie Lyall</p>	<p>On receipt of information TRTW will reply within 28 days setting out when full maternity leave will end..</p> <p>Risk Assessment in place.</p>
<p>Attending Scans and antenatal appointments.</p> <p>Pregnant employees are entitled to paid time off to attend appointments that have been arranged on the advice of your GP, midwife, health visitor, nurse or doctor.</p> <p>We ask that we are given as much notice as possible to allow time to make appropriate arrangements for cover. We are entitled to ask to see confirmation of any such appointments.</p>	<p>Pregnant employee Maxine Grantham – Staunton</p>	

<p>Attending scans and antenatal appointments “qualifying relationship partners”.</p> <p>This applies to:</p> <ul style="list-style-type: none"> • The baby’s father • The pregnant employees spouse or partner <p>This is known as a qualifying relationship with the pregnant woman or unborn child</p> <p>This relationship entitles you to unpaid time off to accompany the mother to two antenatal appointments.</p> <p>Further appointments must be requested as holiday time or unpaid leave.</p> <p>We are entitled to ask you to provide evidence in the form of a signed statement.</p>	<p>Maxine Grantham – Staunton</p>	
<p>Health and Safety at Work</p> <p>Some jobs can pose a risk to health and safety during pregnancy.</p> <p>If your job is identified as one which may carry such risks, we will notify you and take reasonable measures to eliminate those risks.</p>	<p>Debbie Lyall Louise Macmillan Maxine Grantham</p>	<p>Risk Assessment in place</p>
<p>Maternity Leave</p> <p>However long you have worked for the business you may take up to 52 weeks of maternity leave made up as follows:</p> <p>Note that your right to take maternity leave is not the same as your right to receive maternity pay.</p> <p>The earliest you can start your maternity leave is 11 weeks before your EWC.</p> <p>You can start your maternity leave at any time during these 11 weeks.</p> <p>If you decide to change your start date you must give 28 days notice in writing.</p>	<p>Debbie Lyall</p>	

<p>You do not have to take your full entitlement but you are not allowed by law to return within two weeks of your baby being born.</p>		
<p>Pay</p> <p>To be eligible for SMP: You must have been employed by The Right to Work CIC for at least 26 weeks by the end of the Qualifying Week and your average weekly earnings must be at or above the National Insurance Lower Earnings Limit.</p> <p>You must give at least 28 days notice that you intend to claim SMP.</p> <p>If you are not eligible for SMP we will provide you with a completed form SMP1 to claim Maternity allowance.</p> <p>We will pay SMP for up to 39 weeks of maternity leave. It is paid at a rate of:</p> <ul style="list-style-type: none"> • 90% of your average weekly earnings for the first 6 weeks • The standard SMP rate for the remaining 33 weeks. <p>The standard rate is set by the government and we will confirm to you how much you will receive.</p>	<p>Debbie Lyall</p>	
<p>Holiday Entitlement</p> <p>You will continue to accrue holiday entitlement in the normal way.</p>	<p>Louise Macmillan Debbie Lyall</p>	
<p>Keeping in Touch</p> <p>During your maternity leave we may want to contact you to discuss arrangements for your return or keep you abreast of new opportunities etc – if you would rather we did not make contact, please confirm this in writing.</p> <p>We may also offer KIT days. Up to 10 days when you can return to work at a rate of pay agreed before you return to work. You are not obliged to work on all or any of these days and your decision will not affect your maternity rights.</p>	<p>Louise Macmillan – Art Maxine Grantham - Staunton</p>	

<p>Planning to return to work</p> <p>If you choose to return to work early, 8 weeks written notice is required.</p> <p>If you return after “ordinary maternity” leave expires (at the end of the first 6 months) you are entitled to come back to the same job with the same terms and conditions.</p> <p>If you decide to return after this period we are not obliged to guarantee your previous role will still be available, we may offer you a similar job with same terms and conditions.</p> <p>If you decide not to return to work after your maternity leave ends you must inform us in writing at least 8 weeks before you are due to return.</p>	Louise Macmillan Debbie Lyall	
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Signed: * (Employer)		Date:	4 th Feb 2026
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