



**FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD, SOUTHAMPTON,  
HAMPSHIRE, SO32 2HY.**

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### Pregnancy, Maternity and Paternity policy

We Aim to ensure all expectant mothers are working within the regulations:

- Health and safety work regulations 1992
- Manual handling operations regulations

This policy outlines your statutory rights and responsibilities when you are pregnant, give birth or adopt a child. It outlines the notification requirements before, during and after a period of maternity, your statutory entitlements and your right to return to work following your leave.

### **Employer responsibilities**

- A risk assessment for all work activities that involve employee will be carried out
- Regular reviews will take place to assess how the employee is – these will be recorded

### **Time off for antenatal care**

- You have the right to take reasonable time off work during your working hours, with pay, to receive antenatal care, where appointments are not available outside of your working hours.

- We require you to give reasonable notice when making a request to take time off for scheduled appointments
- Parents adopting a child may also take time off to attend adoption appointments

### **Taking Maternity Leave**

- If you adopt a child either you or your partner are entitled to adoption leave
- Where you meet the eligibility criteria you are entitled to 52 weeks maternity or adoption leave, in order to care for a new baby or an adopted child up to 18 years of age.
- Leave is made up of 26 weeks ordinary leave followed by 26 weeks additional leave. There can be no gap between these.
- When you have a baby you are legally obliged to take a minimum of 2 weeks Maternity leave after giving birth
- To be entitled to maternity/paternity pay you need to have been employed by Fairlands Nursery School Ltd for a minimum of 26 Weeks and have fallen pregnant after commencing your employment with us.

### **Maternity benefits and pay**

- During maternity/adoption leave you are entitled to receive all normal contractual benefits, including holiday entitlement, with the exception of your normal pay
- Statutory Maternity Pay (SMP) and Statutory Adoption Pay (SAP) Is payable for up to 39 weeks
- The first 6 weeks of SMP is payable at the higher rate (90% of your normal earnings). Your normal earnings are calculated based on the eight weeks before your qualifying week.
- The remaining 33 weeks of SMP are payable at a standard rate for the relevant tax year
- SAP is payable for up to 39 weeks, also at a standard rate for the relevant tax year

### **Returning to work after Maternity or Adoption leave**

- You do not need to give notice of your return to work if you simply return at the end of your Maternity or Adoption leave period
- If you wish to return to work before the full entitlement of your maternity/adoption leave has ended, or change your mind about your date of return to work, you must give a minimum of 3 months' notice.
- You are entitled to return to your original job at the end of ordinary maternity or adoption leave
- You are also entitled to return to your original job at the end of additional leave. However, there may be circumstances under which it is not practical for you to return to your original role, under these circumstances we will try our best to offer you something similar, under no less favourable terms and conditions.

### **Holiday entitlement**

- Annual holiday entitlement will continue to accrue during the whole of your maternity/adoption leave
- This can only be taken before the beginning of leave or after the end of leave

### **Pension contributions**

- If you receive the benefit of pension contributions made by Fairlands these will continue to be paid at the full rate

### **Notification of pregnancy**

- No later than the end of the 15<sup>th</sup> week before the week you child is due you must give the company notice of:
  - The fact you are pregnant and the date on which you intend to start your maternity leave
  - The expected week of childbirth
- Within 28 calendar days of you giving notice Fairlands will respond in writing to confirm the date on which your maternity leave will end.

- The earliest you may start your maternity leave is 11 weeks before your expected week of childbirth. Maternity leave will start automatically if you give birth before this date

### **Notification procedures for Adoption leave**

- If you adopt a child, you are entitled to adoption leave. The right applies to both men and women
- If you are part of a couple that adopts a child, you can choose which partner will take adoption leave and which will take paternity
- To qualify for adoption leave you must:
  - Be newly matched with a child for adoption by an approved adoption agency
  - Have notified the agency that you agree the child should be placed with you and agreed date of placement
  - Notify Fairlands of when you want to take adoption leave no more than 7 calendar days after being notified that you have been matched with a child
- You may change your mind about when you want to start adoption leave as long as you notify Fairlands, in writing, of your new start date 28 days before your intended start date/ your new start date

### **Paternity leave**

- You are entitled to paternity leave and pay in accordance with the current statutory provisions
- If you are to become a father and wish to take paternity leave you should notify your manager by the 15<sup>th</sup> week before the baby is expected
- To qualify for paternity leave you must:
  - Have or expect to have responsibility for the child's upbringing
  - Be named on the birth certificate or be the mother's husband or partner
  - Have worked continuously for the company for 26 weeks leading into the 15<sup>th</sup> week before the baby is due

- Eligible employees are entitled to take either one or two consecutive week's paternity leave. The company will pay Statutory Paternity Pay (SPP) for the Paternity leave
- The leave must be taken within 56 days of the birth
- To request paternity leave please confirm – the expected week of childbirth, whether you wish to take 1 or 2 weeks leave and the date on which the paternity leave to start

This policy was adopted at Fairland's Day Nursery on

..... (date)

Signed on behalf of the Management Committee/Proprietor

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Role of signatory (e.g. chairperson etc.)

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This policy was amended on

..... (date)

..... (date)

..... (date)