

# Employee guide to Maternity and adoption

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## 1. Introduction

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### Our approach to Maternity and Adoption

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If you're pregnant or decide to adopt a child, we want to support you as much as we can.

That's why we'll give you:

- The chance to take up to 52 weeks' leave;
- A generous pay entitlement whilst you're off;
- Regular contact to see how you are;
- The chance to find out what's happening at work, before you return; and
- Accrual of annual leave and public holidays during paid and unpaid maternity or adoption leave.

In this guide, we'll explain all of your benefits and let you know about the support we can give you.

You can find out more about:

- Your leave and pay benefits, and what you're entitled to;
- What should happen before you start your leave;
- What will happen whilst you're on leave; and
- What you can expect when you return back to work.

We've also included a checklist to help you through the first part of the process, and a list of other information sources, which you might find helpful.

Our approach to maternity and adoption applies to everyone, regardless of their circumstances or sexual orientation.

Bringing up a child is a wonderful and life-changing experience. We want to help you enjoy, and cope with it as best you can.

## 2. Leave & Pay Benefits – what you're entitled to

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### Maternity

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#### How much time you can take off?

If you want to, you can take up to 52 weeks' leave.

This is made up of 2 types of maternity leave – 'ordinary' (the first 26 weeks) and 'additional' (the next 26 weeks).

You can start your leave at any time, up to 11 weeks before your baby is due. If your baby is born earlier, you'll start your leave from the day your baby is born.

If you're off work due to a prolonged pregnancy-related illness, during the 4 weeks before your baby is due, you'll start your leave from the start date of the illness.

You should agree the start date with your manager, and confirm how much time you're planning to take off. It's up to you how long you take, but you must take a minimum of 2 weeks after your baby is born.

If you are looking to share your leave with your partner, please see the Shared Parental Leave policy for more information and guidance.

#### How much pay you'll receive

Your pay, whilst on leave, will depend on how long you've worked for Glasgow Life, and whether you intend to return to work or not.

Your length of service will be calculated from the end of the 15th week before your expected birth (also known as your 'expected week of confinement' – or EWC).

#### Less than 26 weeks' continuous service with Glasgow Life

You may be entitled to 39 weeks' 'Maternity Allowance' (MA) at standard rates from Jobcentre Plus.

## **More than 26 weeks' continuous service**

You'll be entitled to the following maternity pay:

- 6 weeks at 90% of your average pay\*.
- 33 weeks' Occupational Maternity Pay (OMP) at 50% of your average pay\* and 'Statutory Maternity Pay' (SMP) or Maternity Allowance. But together, all of the payments can't add up to more than your current full pay. (Payment of this will be based on you physically returning to work with Glasgow Life for a 3-month period.)

If you choose, you can then take up to 13 additional weeks off, as unpaid leave.

\* To calculate your average pay:

- Count back 15 weeks from your EWC;
- Find your nearest pay day before, or on, this date (DATE A);
- Then count back a further 8 weeks (DATE B); and finally,
- Work out the average amount you earned between DATE A and DATE B.

For childcare vouchers, Glasgow Life will cover the cost for the first six weeks.

## **Unsure whether you'll come back to work**

If you're not sure whether you'll be coming back to work or not, you can choose to delay the 33 weeks' OMP payment at 50% until you actually return to work.

## **Not planning to come back to work**

If you're not planning to come back to work after you've had your baby, you'll still be entitled to:

- 6 weeks at 90% of your average pay (see calculation above); and
- 33 weeks' SMP or MA at standard rates from Jobcentre Plus.

If you receive ePayslips, these will cease during your maternity leave and paper payslips will be sent to your home address.

## **Decide not to come back to work**

If you are being paid OMP and then decide not to return to work during your maternity leave, or do not return for the 3 months, CBS will process an adjustment to recover the cost of Occupational Maternity Pay paid in the last 33 weeks of leave. An invoice would then be issued to you to recover the cost.

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## Adoption

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Overall, the leave and pay arrangements for adoption are the same as for maternity. However, there are a few minor differences that you should be aware of.

### Leave – start date

You can start your leave at any time up to 14 days before your baby or child is due to be placed with you, or alternatively, on the actual placement date. You should agree this with your manager first.

### Pay

You will need to have 26 weeks' continuous service prior to the date you were advised by the agency of the adoption.

To calculate your average pay:

- Find your nearest pay day before, or on, the date you were advised of the adoption agency's decision (DATE A);
- Count back a further 8 weeks (DATE B); and
- Work out the average amount you earned between DATE A and DATE B.

Instead of receiving Statutory Maternity Pay (SMP), you'll receive 'Statutory Adoption Pay' (SAP).

Instead of receiving Occupational Maternity Pay (OMP), you'll receive 'Occupational Adoption Pay' (OAP).

If you receive ePayslips, these will cease during your adoption leave and paper payslips will be sent to your home address.

## 3. Before you start your leave

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### Maternity

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#### Letting your manager know that you're pregnant

As soon as you know you're pregnant, you should think about when to tell your manager. This will help both of you to make the necessary arrangements before your maternity leave starts. This will include a risk assessment to ensure protection for you and your unborn baby during your pregnancy, an explanation of Glasgow Life's approach to antenatal care and agreement of any aspects of confidentiality.

The latest you should tell them is the 15th week before your baby is due (when you're around 25 weeks' pregnant).

You should:

- Complete a [MATAD2](#) form, which you can access via the Glasgow Life Intranet site under HR> Human Resources> Form Templates> Maternity / Adoption Leave Application; and
- Attach your maternity certificate (MATB1 form), which your midwife or doctor will give you after the 21st week of your pregnancy. This confirms when your baby's due.

On the [MATAD2](#) form, you should confirm when you want to start your maternity leave. If, later on, you decide to change this date, you should let your manager know, in writing, at least 28 days before the new date.

You should return your completed [MATAD2](#) form and MATB1 form to your Manager.

Your Manager will send these forms to Customer & Business Services (CBS), who will send you a letter confirming the details of your maternity leave arrangements.

#### Pre-maternity discussion

About a month before you start your maternity leave, your manager will meet with you to talk about the different arrangements you need to be aware of.

You should bring along the letter received from CBS which sets out your entitlement. This will give you a chance to clarify arrangements with your manager; ask any questions you might have, and to clarify what will happen whilst you're away and when you come back.

Your Manager will talk to you about:

- Your pay and annual leave/public holiday entitlement, and when you intend to use any remaining days;
- How he/she will keep in contact with you;
- How you can 'keep in touch' with your manager, through optional 'KIT' days;
  
- When you're planning to come back to work, and what support is available – including flexible working, parental leave and childcare vouchers;
- What options are available to you and how these will affect your pay, if you're unsure about returning to work;
- The option to repay pension contributions if you take a period of unpaid leave; and
- Any aspect of your pregnancy that you want to remain confidential.

## **Additional support**

As well as carrying out a risk assessment of your area and your job, we also encourage you to go to antenatal care classes during your pregnancy, and will allow you reasonable time off to attend. You won't lose any pay.

## **Giving birth before your maternity leave starts**

If your baby is born within 15 weeks of your due date, and before your maternity leave has started, you should arrange for someone to let your manager know as soon as possible. You should put this in writing, within 28 days of the birth. This will allow us to change the start date of your maternity leave and pay, to the day that your baby was born.

Your manager will notify Customer & Business Services to ensure that your pay is accurate.

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## **Adoption**

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### **Letting your manager know that you're adopting**

Within 7 days of being matched with a child, you should tell your manager that you're adopting. (This should be at least 28 days before you intend to start your leave.)



You should:

- Complete a MATAD2 form, which you can access via the Glasgow Life Intranet site under HR> Human Resources> Form Templates> Maternity / Adoption Leave Application; and
- Attach the Matching Certificate which the Adoption Agency will give you.

On the MATAD2 form, you should confirm when you want to start your adoption leave. If, later on, you decide to change this date, you should let your manager know in writing at least 28 days before the new date, if possible.

You should return your completed MATAD2 form and Matching Certificate to your Manager. Your Manager will forward these to Customer & Business Services, who will send you a letter confirming the details of your adoption leave arrangements.

### **Pre-adoption discussion**

At least 7 days before your leave date, your manager will talk to you about the different arrangements you need to be aware of. This will give you a chance to ask any questions you might have and clarify what will happen whilst you're away and when you come back.

Your manager will cover the same points as the pre-maternity discussion, but refer to Occupational Adoption Pay (OAP) instead of Occupational Maternity Pay (OMP).

If you would like any aspect of your adoption to remain confidential, please let your manager know.

## 4. Whilst you're on leave

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### Keeping in touch with you

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Whether you're on maternity, or adoption, leave, we'd like to keep in touch with you.

As well as finding out how you and your child(ren) are doing, we feel it's important to let you know what's happening here at Glasgow Life. That doesn't mean bombarding you with all sorts of information, but instead, just the things that we think you'd like, or you need, to know more about.

These could include, for example:

- The latest newsletters;
- Notes from important team or Service briefings;
- Any plans which may affect your work;
- Invitations to team events; and

It's likely that we'll use different ways to keep in touch with you – such as phone calls, letters, e-mails, informal workplace visits, and even Glasgow Life's website.

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### Keeping in touch with Glasgow Life

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We'd also like you to keep in touch with us.

That's why we may offer you the chance to work up to 10 days (pro-rata for part-time employees) before you fully return to work. These 'Keeping in Touch' days should be agreed with your manager, and are known as 'KIT' days.

'KIT' days are optional. They can ease your return to work, and keep you up-to-date with what's happening in your team and Service. You'll also receive time off in lieu, or payment, for each 'KIT' day.

These are just some of the things you could be doing on a 'KIT' day:

- Finding out about changes to systems, policies and work practices;
- Being trained on new technology or equipment;
- Taking part in team meetings;
- Attending presentations, major announcements, or special functions;
- Being involved in key decisions which will affect you when you return to work;
- Helping to recruit new team members (if you're a manager); and
- Attending a work handover meeting with a colleague.

You and your manager will discuss and consider these at your pre-maternity/adoption discussion.

## **When you can take 'KIT' days**

You can arrange your 'KIT' days to suit you, but you should agree them in advance with your manager, either by phone or letter. It's best to give at least 1–2 weeks' notice, to allow your manager to make the necessary arrangements and confirm that the dates are ok.

Sometimes, your manager may ask you to come into work for a 'KIT' day, perhaps linked to a special briefing, meeting, or team event. If this happens, they should try to give you at least 2–3 weeks' notice. You should confirm that you're available to attend on the day(s) requested, as we recognise that you'll need to make childcare arrangements in these circumstances.

We are also supportive to the needs of any breastfeeding employees, who have agreed to attend work for a 'KIT' day. Either you or your manager can change the arrangements for 'KIT' days, but it's best to give as much notice as possible.

If you're on maternity leave, you can't work any 'KIT' days during the first 2 weeks after your baby is born.

## **Time off in lieu or payment for 'KIT' days**

You should take at least half of your agreed 'KIT' days whilst you are receiving either maternity or adoption pay/allowances. For these days, Glasgow Life will pay you the difference between that pay/allowance and your normal day's pay.

If you work any 'KIT' days when you're on unpaid leave, you'll receive time off in lieu for the days you work. In some cases, your manager may agree to pay you instead. If this happens, you'll receive a normal day's pay.

## 5. RETURNING TO WORK

### Notice

You should give at least 28 days' notice, in writing, of your expected return date.

If, whilst on leave, you decide that you don't want to return to work, please let your manager know as soon as possible. You should give the same amount of notice as you would if you were leaving Glasgow Life in different circumstances. If you're unsure of your notice period, please contact your manager.

Your manager will notify Customer & Business Services to ensure your pay is accurate.

### Considerations

It's important for you to plan your return to work to help you balance work, with caring for your child. There are a number of options to consider, such as:

- Flexible working, to ease your childcare arrangements;
- Additional time off, such as parental leave;
- Childcare vouchers, to reduce the cost of your childcare; and
- Financial support from the Government, such as tax credits.

### Flexible working

If you want to work different, and more flexible, hours to those you worked before your maternity or adoption leave, you must make an application at least 12 weeks in advance. To qualify for flexible working, you must have 26 weeks' continuous service with Glasgow Life. You should speak to your manager, who will be able to assist.

### Childcare vouchers

Glasgow Life offers a childcare voucher scheme. It works by allowing you to take an amount from your salary (before tax and national insurance deductions) and using it to pay for childcare with a registered childcare provider. This means that you save money by paying less tax and national insurance. For more information, contact '[Kiddivouchers](#)' on 0800 612 9015.

## Breastfeeding

In support of the UNICEF Baby Friendly initiative, Glasgow Life recognises the health benefits to both mother and child which breastfeeding provides. If you'd like to continue to breastfeed your child when you return to work, you must let your manager know in advance. This should be in writing, at least 28 days' in advance of your expected return date.

This will allow your manager to ensure suitable facilities are available. If you choose to continue breastfeeding on your return to work, your manager will adopt a supportive approach and depending on your individual needs, make arrangements for access to suitable facilities.

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## Tragic circumstances

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In the tragic and sad event that your baby is stillborn or doesn't live, after the 24th week of your pregnancy, you can continue your period of leave. Talk to your manager, when you can, to let them know about the circumstances, and when you might feel up to returning to work.

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## 24-hour confidential help and support

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Whatever happens during your pregnancy or adoption, and however you feel, you can always talk to someone.

'Workplace Options' is an Employee Assistance Service, available 24-hours a day, every day. It's totally independent, with trained counsellors available to listen to, and help, you. Your partner and family can also use the service. You can contact '[Workplace Options](#)' on 0800 247 1100.

## 6. Checklist

If you know you're pregnant, or will be adopting a child, the following checklist sets out what you need to do next:

- ✓ Check your own maternity or adoption leave entitlement.
- ✓ Think about the impact your maternity or adoption leave will have on your pay.
- ✓ Be aware of the impact of any current salary sacrifice arrangements on your pay.
- ✓ Inform your manager, that you intend to take maternity or adoption leave. (This should be 15 weeks before your baby is due or 28 days before your expected placement date.)
- ✓ Complete the MATAD2 form provided by your manager, and attach your MATB1 form or Matching Certificate.
- ✓ Meet with your manager before you start your maternity or adoption leave, and talk about your expectations and needs.
- ✓ Bring along a copy of the letter from CBS, which confirms your entitlements.
- ✓ Agree how much contact you'll have from Glasgow Life, whilst you're on leave. Be honest and say what you feel is reasonable.
- ✓ Talk to your manager about 'KIT' days and agree the days you will work.
- ✓ If possible, let your manager know when you intend to come back to work, and whether you want to return on the same working pattern as you currently work.
- ✓ Notify Customer & Business Services to ensure that your pay is accurate.

## 7. Useful Information

You may find it helpful to have a look at the following information, which is available on the Glasgow Life intranet site.

If you don't have access, ask your manager who will be able to give you a copy.

### **Maternity and Adoption Policy**

This can be found under HR> Human Resources> Me & My Job> Time Off> Maternity / Adoption / Parental Leave> Maternity / Adoption Policy

### **Shared Parental Leave Policy**

This can be found under HR> Human Resources> Policy & Procedures> Shared Parental Leave

### **Conditions of Service – Leave**

This can be found under HR> Human Resources> Me & My Job> Time Off> Maternity / Adoption / Parental Leave> Conditions of Service - Leave

### **Work Life Balance**

This can be found under HR> Human Resources> Policy & Procedures> Work Life Balance

### **Employee Assistance**

This can be found under HR> Human Resources> Me & My Job> Help & Support> Counselling