

 Imagination

# UK MATERNITY GUIDE



# WHAT'S IT ABOUT?

**Congratulations – what wonderful news!**

There will be so much going on for you, so let's keep it quick and see what you can expect (forgive the pun!) from us during your pregnancy, following the birth of your little one or two, or three – let's not go any further, and your return to work.

Just one point if you are adopting or using surrogacy take a look at the adoption leave policy.

# THE FEATURES

- ▲ Let your manager know your exciting news as soon as you are ready, but at least by the 15th week before your due date.
- ▲ Once you have your MATB1 from your midwife, let your HR Business Partner have a copy. This shows the expected week of arrival and will be used to confirm the details of your leave and pay entitlement.
- ▲ The facilities team will work through a risk assessment of your working environment with you.
- ▲ Attend all of your antenatal care appointments, no loss of pay or owing back of time.
- ▲ You have the option to take up to 52 weeks' maternity leave which is made up of:
  - Ordinary Maternity Leave for the first 26 weeks.
  - Additional Maternity Leave for the remaining 26 weeks.
- ▲ You must take at least 2 weeks maternity leave following the birth of your baby.
- ▲ Ordinary Maternity Leave can start at any time after the beginning of the 11th week before your due date.
- ▲ If this is your first pregnancy whilst working with us and you have 12 months continuous service by the 15th week before your due date, you are entitled to Company enhanced Maternity Pay:
  - 90% of your average weekly earnings for the first 6 weeks of leave.
  - 50% of your average weekly earnings for the next 33 weeks of leave, inclusive of statutory maternity pay.
  - Additional company payments at the current statutory rate for the remaining 13 weeks.

- ▶ Statutory maternity pay is available to everyone, with less than 12-month service and a minimum of 26 weeks continuous service:
  - 90% of your average weekly earnings for the first 6 weeks.
  - SMP or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks.
  - Any remaining maternity leave will be unpaid.
- ▶ If this is a second or subsequent pregnancy and you previously received enhanced maternity pay you must have been back at work for a consecutive period of 6 months by the 15th week before your due date to be eligible again for enhanced maternity pay.
- ▶ Your annual leave entitlement will continue to build whilst you are on maternity leave. Basically, you won't lose any of it and the standard carry over rules do not apply. This means you may have quite a healthy leave balance. You may want to consider taking some prior to the start or at the end of your maternity leave.
- ▶ Let's keep in contact let your manager know how and when you would like to be contacted.
- ▶ All your company benefits remain in place throughout your leave. The Reward Team will be able to help you with any questions you may have.
- ▶ Returning can be a little daunting, but don't worry you and your manager can arrange up to 10 paid 'keep in touch days' during your maternity leave. These can be useful to get acquainted with new team members, catch up with any changes, have a practice of your child-care arrangements and anything else you feel would be of use.
- ▶ If you change your mind and want to reduce your maternity leave just let your manager know and they can start working on a return-to-work plan with you.
- ▶ If you decide that you won't be returning to work, you will need to resign giving your contractual notice.

**Lots of information to take in. If you have any questions or require specific support in relation to your pregnancy and /or birth, please speak with your manager or your HR Business Partner.**



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This document is intended as a helpful guide for employees and summarises the principal Maternity Leave and Pay provisions for Imagination's UK based employees, it does not constitute a comprehensive policy statement. In the event of a dispute Imagination Technologies will respect all relevant statutory requirements.