

Maternity Policy

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1. Introduction

This policy sets out the statutory and occupational rights and responsibilities of employees who are pregnant or have recently given birth and gives details of the arrangements for notification of pregnancy antenatal care, pregnancy-related illness, and maternity leave and pay.

The following definitions are used in this policy

"Expected week of childbirth" means the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth.

"Qualifying week" means the 15th week before the expected week of childbirth.

2. Notification of pregnancy

2.1 *When do I need to tell my manager and HR that I am pregnant?*

Although by law you are only required to notify us that you are pregnant and will take maternity leave by the end of the fifteenth week before the expected week of birth, your manager, HR and you will benefit if you share the news as early as possible before then.

As an employer we have a duty of care to all of our employees and early notice will mean your manager will know that you are entitled to paid time off for antenatal care and that particular health and safety rules apply.

To claim maternity leave you should notify Frontline no later than the end of the fifteenth week before the expected week of childbirth of:

- The fact that you are pregnant;
- The expected week of childbirth;
- The date when you intend to start taking leave

Your manager will need to plan ahead and make arrangements for covering the period while you are away. You should therefore try and give HR the earliest possible notice of each the following:

- Whether or not you intend to return to work
- If you intend to return to work: the likely date of return and whether you would prefer to work the same or different hours

2.2 *What documentation do I need to supply?*

You must supply HR with the following documents:

- Maternity certificate (form MATB1), or other statement from a registered medical practitioner or a registered midwife, stating the expected week of childbirth. The earliest that this certificate may be issued by your doctor or midwife is 20 weeks before the week in which your baby is due. Failure to produce such a certificate or statement may also result in your statutory maternity pay not being paid;
- If your baby is born before the date you intended to begin your maternity leave, written evidence of the baby's date of birth.
- You must also notify HR and your line manager in writing of the actual date of your child's birth, as soon as possible after your baby is born.

2.3 *What pay am I entitled to?*



You need to ascertain whether you are entitled to statutory maternity leave and pay only or the Frontline maternity scheme, which includes the statutory requirements and offers additional benefits. The following pages will provide information on both.

3. Antenatal Appointments

All pregnant employees are entitled to time off with pay to keep appointments for antenatal care made on the advice of a registered medical practitioner, registered midwife or registered health visitor. No qualifying service is required.

Antenatal care is not restricted to medical examinations. It could, for example, include relaxation classes and parent craft classes as long as these are advised by a registered medical practitioner, registered midwife or registered health visitor.

Except for your first appointment, your manager may ask to see evidence of your antenatal appointments, in which case, you must show the following:

- A certificate confirming that you are pregnant. This can be provided by a registered medical practitioner, a registered midwife or a registered health visitor
- An appointment card or some other document showing that an appointment has been made.

4. Health and safety

Frontline has a duty to take care of the health and safety of all employees. We are also required to carry out a risk assessment to assess the workplace risks to women who are pregnant, have recently given birth or are breastfeeding where the work is of a kind that could involve a risk of harm or danger to her health and safety or the health and safety of her baby and the risk arises from either processes, working conditions or physical, chemical or biological agents in the workplace. If applicable, the organisation will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out her normal job duties, the organisation will take such steps as are reasonably necessary to avoid those risks, such as altering the employee's working conditions. In some cases, this may mean offering the employee suitable alternative work (if available) on terms and conditions that are not substantially less favourable.

If it is not possible to alter the employee's working conditions to remove the risks to her health and there is no suitable alternative work available to offer her on a temporary basis, the organisation may suspend her from work on maternity grounds until such time as there are no longer any risks to her health. This may be for the remainder of her pregnancy until the commencement of her maternity leave. If an employee is suspended in these circumstances, her employment will continue during the period of the suspension and it does not in any way affect her statutory or contractual employment and maternity rights. The employee will be entitled to her normal salary and contractual benefits during the period of her suspension, unless she has unreasonably refused an offer of suitable alternative employment.

5. Maternity Leave

All pregnant employees are entitled to 52 weeks maternity leave, or as much of that period as you wish to take, regardless of your length of service.

While it is up to you to decide how much maternity leave you wish to take, up to the 52 weeks maximum, the law requires that a minimum of two weeks leave must be taken, this is known as Compulsory Maternity Leave.

Maternity leave is a single continuous period, made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave. Additional Maternity Leave follows Ordinary Maternity Leave and there must be no gap between the two.

5.1 Ordinary Maternity Leave

Ordinary Maternity Leave (OML) lasts for 26 weeks and may begin 11 weeks before your expected week of childbirth (EWC), but may begin later, the latest being the date of birth.

If you are absent from work due to a pregnancy-related reason after the beginning of the fourth week before the expected week of childbirth, but before the date you have notified, the maternity leave period begins automatically on the day after the first day of your absence.

Your contract of employment continues throughout the 26 weeks of OML. During this time, you continue to benefit from the terms and conditions of employment which would have applied to you had you been at work. The only element of your contractual rights that does not continue is your full remuneration.

5.2 Additional Maternity Leave

Additional Maternity Leave (AML) lasts for 26 weeks and, if taken, must follow immediately after OML. There cannot be a gap between the two types of maternity leave.

Your contract of employment continues throughout AML unless either party expressly ends it or it expires. During AML you do not have any statutory entitlement to receive contractual remuneration. However, if you do any of the limited amounts of work allowed during maternity leave then you will receive full pay for that work (see Keeping in Touch).

6. Annual leave accrued during Maternity Leave

You will accrue Frontline contractual annual leave throughout both OML (26 weeks) and AML (26 weeks). Frontline annual leave which accrues during OML and AML cannot be taken until you return to work. It is not possible to take annual leave at the same time as maternity leave.

It will be possible for you to use any untaken annual leave either before you start your maternity leave, or once your maternity leave has finished, although wherever possible, you should take any annual leave you have left before you start your maternity leave. If your manager and HR are in agreement, annual leave may also be taken immediately before you return to work i.e. appended to your maternity leave.

All public holidays occurring during maternity leave will be accrued as annual leave, and you will have the right to take these on your return to work.

Annual leave may be carried over to the following leave year but no more than 5 days as per the usual Frontline annual leave policy. If an employee takes annual leave immediately following maternity leave she will be unable to resume maternity leave thereafter. However, any untaken unpaid maternity leave may be reserved and taken at a later date. It is useful, once you have given notice that you are pregnant, to incorporate annual leave arrangements into your discussions and planning with your manager. Payment for annual leave will only be made in exceptional circumstances.

7. Sickness absence following Maternity Leave

If, due to illness you are unable to return to work following your maternity leave, normal sickness absence rules apply from the date you intended to resume duty. You are not allowed to bring forward your intended date of return in order to qualify for paid sickness absence. Paid sickness absence immediately following maternity leave terminates the maternity arrangements. However, any untaken unpaid Frontline maternity leave may be reserved and taken at a later date. Once the period of certificated sick absence has ended, you must return to work.

8. Redundancy during Maternity Leave

If a redundancy situation arises at any stage during a your maternity leave which means it is not practicable for Frontline to continue to employ you under your original contract of employment, you are entitled to be offered (before that contract ends) a suitable alternative vacancy, where one is available. This includes a vacancy with an associated employer.

If you are offered a suitable alternative vacancy (you are entitled to a four week trial period in which to decide whether the employment is suitable, and this period may be extended beyond four weeks by written agreement).

9. Frontline Occupational Maternity Pay scheme (OMP)

Occupational maternity pay refers to payment made by organisations over and above its statutory requirement.

If you are employed by Frontline at the beginning of your maternity leave and you have completed one year's continuous service at Frontline in full or part time employment before the 15th week before the week your baby is due, you qualify for Frontline OMP.

The qualifying period of one year's paid service need not be continuous and may consist of:

- Broken periods of paid employment in a permanent capacity
- Periods of paid employment within Frontline immediately prior to joining Frontline
- Previous periods of casual service, if these are continuous and joined to permanent service without a break.

If you have less than one years' service you may be entitled to statutory maternity pay (see below table)

If you qualify for Frontline OMP as well as SMP, your Frontline OMP is adjusted to take account of the benefit.

Paid Frontline maternity leave cannot start earlier than the beginning of the 11th week before the expected week of childbirth. Exceptions to this are:

- If you give birth earlier than the 11th week before the expected week of childbirth, your paid maternity leave automatically begins from the date of childbirth
 - If you supply evidence of your incapacity to work, you may be allowed paid maternity leave from the appropriate date
 - If your baby is still-born after the 24th week of pregnancy (i.e. the 16th week before the expected week of childbirth), statutory paid maternity leave may begin as early as the 16th week before the expected week of childbirth.
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9.1 Summary of maternity leave entitlement

Length of service	Maternity leave entitlement	Maternity Pay
Less than 26 weeks continuous service by the 15 th week before the EWC	26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave. Maximum leave of 52 weeks.	Not eligible for SMP (may qualify for maternity allowance (MA) please see www.gov.uk for more information)
More than 26 weeks continuous service, have completed probation.	26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave. Maximum leave of 52 weeks.	Will be paid SMP for the first 6 weeks at 90% of their average weekly earnings (AWE) before tax the remaining 33 weeks: £139.58 or 90% of their AWE (whichever is lower)
1 year or more years of continuous service	26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave. Maximum leave of 52 weeks.	Will be paid SMP for the first 6 weeks at 90% of their average weekly earnings (AWE) before tax Entitled to additional occupational maternity pay (see below)

9.2 How much is Frontline OMP and what will I get?

SMP (Statutory Maternity Pay) is paid for the first 39 weeks of maternity leave. The first 6 weeks of SMP is paid at 90% of your average weekly earnings. Frontline then pays OMP for eligible employees to pregnant employees for the next 6 weeks at a rate of 90% of your base salary. In addition Frontline will provide staff with the flexibility to receive occupational maternity pay from one of the below options. NB – the total remuneration is the same for each of the options.

OMP options	A	B	C
First 12 weeks	12 weeks at 90% (first 6 weeks at 90% of AWE and next 6 weeks at 90% of base salary)		
Options for remaining 40 weeks	6 weeks at 50% of salary 6 weeks at 30% of salary + SMP* 15 weeks SMP only 13 weeks unpaid	6 weeks at 80% of salary 21 weeks SMP only 13 weeks unpaid	8 weeks 60% of salary 19 weeks SMP only 13 weeks unpaid

Maternity pay will be paid into your bank account on the same date as your normal pay date and will be subject to the deduction of Income tax and National Insurance Contributions.

*OMP is inclusive of SMP and is taxable however when the percentage decreases to 30% SMP will added to OMP.

Benefits in kind (e.g. laptops, mobile phones etc.) will continue throughout OML and AML
If you are a member of the pension scheme (or are receiving any payment in lieu of pension), Frontline will continue to make your usual contributions/ payment:

- for the whole time you are on ordinary maternity leave - which is the first 26 weeks of your Statutory Maternity Leave
- for any time you are receiving any Statutory Maternity Pay
- for any time you are receiving occupational maternity pay
- If you normally make contributions to your pension you should carry on doing so, based on the amount of maternity pay you receive. *Employee Contributions deducted by Frontline will be based on your SMP only for the entirety of the period you are receiving SMP.*

You should inform HR where possible before going on maternity leave which OMP option you will choose and no later than the first 6 weeks after giving birth.

9.3 What if I am on a secondment or loan?

Periods of secondment or loans do not affect your entitlement to paid or unpaid maternity leave.

10. Statutory Maternity Pay (SMP)

SMP provides you with some money to help you to take time off before and after the birth of your baby. You will be paid SMP in the same way and at the same time as your normal wages. Entitlement to SMP does not affect your right to any other maternity payments provided by Frontline but SMP will still count towards any maternity payments we pay you.

10.1 To qualify for SMP you must have been:

Employed by Frontline into the qualifying week which is the 15th week before the week your baby is due.

Employed by Frontline without a break for at least 26 weeks into the 15th week before the week your baby is due. Have completed your probation. Part weeks count as full weeks. Earning before tax an average of £107 a week.

10.2 When does SMP start?

The earliest date that SMP can start is from the 11th week before the week your baby is due and the latest from the day following the birth.

The important date for working out how long SMP can be paid for is the date your baby is due not when your baby is actually born.

If you continue to work after the 11th week before the week your baby is due you can choose when you want your SMP to start. SMP will start from any day you choose, once you have stopped work to have your baby. This means that your SMP should start from the first day of your maternity leave.

10.2.1 The start of your SMP will change if:

Your baby is born before the start of the 11th week or before the start of your SMP pay period. If this happens SMP will start from the day following the birth of your baby
You are absent from work because of your pregnancy at the start of or in the 4 weeks before your baby is due, SMP will start from the day following the first complete day you are off work because of your pregnancy related reason.

10.3 If you are entitled to SMP and you leave your employment

After the start of the 15th week before your baby is due but before the start of the 11th week – SMP will start from the beginning of the 11th week before the week your baby is due
At any time after the start of the 11th week before the week your baby is due and before the start of your maternity pay period, your SMP will start from the day after you left employment, if your baby is due on or after 1 April 2007.

10.4 How long is SMP paid for and how much will I get?

SMP is paid for a continuous period of up to 39 weeks. The April 2012 rate of SMP is 90% of your average weekly earnings for the first six weeks, followed by the lesser of a flat rate of £135.45 a week, or 90% of average weekly earnings for the remaining 33 weeks if that is less than £135.45. The flat rate is subject to review every April.

10.5 How do I claim SMP?

You must tell Frontline when you want your maternity pay and leave to start. You should do this by the 15th week before your baby is due. You can change your mind about the date you wish your SMP to start but you must still give Frontline at least 28 days' notice of the new date.

You must also provide Frontline with evidence of when your baby is due. This is normally a maternity certificate MATB1. The earliest that this certificate may be issued by your doctor or midwife is 20 weeks before the week in which your baby is due. You should normally give Frontline this evidence no later than 3 weeks after the date your SMP was due to start. Your employer cannot pay you SMP without this evidence.

If you leave your employment at anytime after the start of the 15th week before the week your baby is due you will be paid SMP if you qualify for it. If you do not intend to return to work for the employer paying SMP to you, you can still get SMP. You do not have to repay SMP if you decide not to return to work.

The following link(<https://www.gov.uk/maternity-pay-leave>) provides guidance on Statutory Maternity Pay. If you are not eligible for SMP and have recently been employed or are self-employed, you may be able to get Maternity Allowance (MA).

11. Maternity Allowance

Maternity Allowance may be available to help you take time off to have your baby if you are not entitled to Statutory Maternity Pay from an employer. MA can be paid for up to 39 weeks. The important date for working out how long MA can be paid for is the date your baby is due not when your baby is actually born.

For more information on Maternity Allowance please see the following [web page](#).

12. Notification Periods for Maternity Leave

Your maternity leave can start no earlier than the beginning of the 11th week before the expected week of childbirth (although it could start automatically before then if you give birth early). The expected date of birth is given on the MATB1 form that you will have been given by your healthcare provider.

Many employees will find it convenient to give notice of the date for the start of statutory maternity pay (SMP) at the same time. The date for the start of SMP can be the same as the start-date for maternity leave. If claiming maternity leave but not SMP, you only need to provide a maternity certificate if requested.

If you do not give the required notification for the start of your maternity leave you may lose your right to start maternity leave on your chosen date. Employers are only required to make exceptions to this where it was not reasonably practicable for the notice to have been given any earlier.

12.1 Can I change the start date of my maternity leave?

Once a woman has notified her employer of the date she wishes to start her maternity leave, she can change this date as long as she notifies her employer of the new start date by whichever is the earlier of either 28 days before the date she originally intended to start her leave or 28 days before the new date she wants to start her leave.

However, if it is not reasonably practicable for her to give this much notice (for example if the baby is born early and she has to start her leave straight away) then she does not have to. In these circumstances she should give her employer as much notice as possible. The notification should be in writing if the employer requests this.

12.2 Will HR confirm the end date of my maternity leave?

Once an employee has provided the necessary notice of the intended start date of her leave, her employer should in turn notify the employee of the date on which the leave will end. This will normally be 52 weeks from the start of maternity leave.

The employer should notify the employee of the end date within 28 days of the employee's notification, unless the employee has since changed the date her leave will start. In that case, the employer must notify her of the end date within 28 days of the start of her leave.

13. When can I start my maternity leave?

The maternity leave period normally starts on the date which the employee has notified to her employer as the date she intends it to start. There are some exceptions to this rule, as set out below:

i) Absence due to childbirth before the intended start date

If childbirth occurs before the date the employee has notified (or before she has notified any date) the maternity leave period starts automatically on the day after the date of the birth. This happens even if the birth takes place before the start of the 11th week before the birth was originally expected. In this circumstance the woman should give her employer notice, of the date of the birth if it has already taken place, and the date the birth was originally expected. Evidence of the actual and expected dates of birth can be provided together on the maternity certificate (Mat B1) provided by the doctor or midwife.

ii) Absence for a pregnancy-related reason before the intended start date

An employee who is absent from work due to illness will normally be able to take sick leave until she starts maternity leave on the date notified to her employer. However, if the illness is related to her pregnancy, the maternity leave period starts automatically on the day after the first day of absence following the beginning of the fourth week before the expected week of childbirth.

iii) Dismissal or resignation before the intended start date

If an employee resigns or is dismissed before the date she has notified, or before she has notified a date, she loses the right to maternity leave, but she will still be eligible for SMP if she is employed after the 15th week before the expected week of childbirth.

14. Contact during Maternity Leave

During the maternity leave period your manager or HR may wish to make contact with you, and in the same way you may wish to contact your manager or HR. The frequency and nature of the contact will depend on a number of factors, such as the nature of your work and post, any agreement that you and your manager might have reached before maternity leave began as to contact; and whether either party needs to communicate important information to the other, such as for example news of changes at the workplace that might affect you on your return.

14.1 Keeping in Touch Days

You may, by agreement with your manager and HR, carry out up to ten days work – known as “Keeping in Touch days” - under your contract of employment during the maternity leave period, with the exception of the first two weeks after your baby is born. Such days are different to the reasonable contact described above, as during Keeping in Touch days you can actually carry out work for Frontline, for which you will be paid.

Any work on any day during the maternity pay or maternity leave period will count as a whole Keeping in Touch day, up to the 10-day maximum. In other words, if you come in for a one-hour training session and carry out no other work that day; you will have used one of your Keeping in Touch days.

The type of work that you may undertake on Keeping in Touch days is a matter for agreement between you and your manager. They may be used for any activity which would ordinarily be classed as work under your contract; examples could include attending a conference, undertaking a training activity or attending a team meeting.

Work during maternity leave may only take place by agreement between both parties. Frontline may not require you to work during maternity leave if you do not wish to, nor do you have the right to work keeping in touch days if your manager and HR do not agree to them. If you are offered an opportunity to work a keeping in touch day you are entitled to turn the opportunity down.

14.2 Will I get paid for Keeping in Touch days?

Because Keeping in Touch days allow work to be done under your contract of employment, you are entitled to be paid for that work. You will be paid full pay for the hours in half day blocks unless agreed otherwise with HR.

If you are receiving statutory maternity pay, you will continue to be paid SMP for the week in which any Keeping in Touch work is done. We may count the amount of SMP for the week in which the work is done towards the contractual pay agreed. However, it will be possible to agree an amount of contractual remuneration over and above the weekly SMP rate to reflect the work you have done. This is something you will need to seek agreement on before any work is done.

15. Returning to work after maternity leave

Unless otherwise notified, the date on which an employee returns to work will normally be the first working day 52 weeks after her maternity leave began.

15.1 What if I want to return to work before the end of my maternity leave?

If the employee wishes to return to work before the end of her full maternity leave period (this will normally be the end date the employer confirmed to her before she went on leave), she must give her employer eight weeks' notice of her return to work. This notice requirement applies during both ordinary and additional maternity leave.

If the employee attempts to return to work earlier than the end of her maternity leave without giving her employer eight weeks' notice, the employer may postpone her return until the full eight weeks' notice has been given. However, the employer may not postpone her return to a date later than the end of her maternity leave period.

For example, if an employee was due to return to work after 52 weeks maternity leave on 1 August, but then decided to return to work after 39 weeks of leave (that is, on 9 May) she would need to give her employer eight weeks' notice of the new date (that is, by 14 March).

15.2 What if I want to return to work later than I previously notified?

An employee who has notified her employer that she wishes to return to work before the end of her maternity leave, as set out in the paragraphs above, is entitled to change her mind. However, in these circumstances she should give her employer notice of this new, later, date of return at least eight weeks before the earlier date.

For example, if, having started her maternity leave, an employee decides that she does not wish to take her full entitlement of 52 weeks and gives her employer notice that she will return after six months (for example, on 1 October) she can still change her mind and tell her employer that she will take a longer period away – up to the full year of maternity leave – as long as she gives eight weeks' notice before the earlier date (in this case, eight weeks before 1 October – i.e. 6 August).

15.3 What if I don't want to return to work after maternity leave?

An employee who does not wish to return to work after her maternity leave must give her employer the notice of termination required by her contract of employment. Your notice period is based on the hours you worked before your maternity leave began. Therefore, the period will be lengthened if you decrease your hours when you return to work, and shortened if you increase your hours. It will help Frontline if you can give as much notice as possible.

Absence on annual leave, public and privilege holidays, and sickness at full or half pay count towards the one month (or equivalent) period of paid service.

If you are unable to return to work at the end of your entitlement to maternity leave because you are medically unfit to work, you should submit medical certification in the usual way and you will then transfer from maternity leave to sick leave. Subsequently, the normal sickness procedures will be followed.

If you do not return to work or do not work out your full notice period, and you have received OMP in excess of your statutory entitlement, you may have to repay this amount to Frontline upon termination of your contract. Repayment is waived if you provide medical evidence that you are

unable to return because your child has a disability and requires continuous attention at home. You must provide medical evidence of your child's disability no later than 31 weeks after their date of birth.

15.4 What if I resign and then my circumstances change?

If you resign because you do not then intend to return to work, but later wish to return because of an unexpected change in your circumstances, you will have no absolute right to return. However, you will be allowed to return if this is at all practicable.

If you resign but are allowed to return to work within 52 weeks of the date of your resignation, your resignation is cancelled and the period of absence is converted to paid and/or unpaid Frontline maternity leave. If you qualify for Frontline OMP, this will be paid in retrospect, less any SMP or MA you have already received.

If you resign but wish to return to work more than 52 weeks after the date of your resignation you may apply for reinstatement or re-employment.

16. Shared parental leave

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date.

Shared parental leave must be taken in blocks of at least one week. The employee can request to take shared parental leave in one continuous block (in which case Frontline is required to accept the request as long as the employee meets the eligibility and notice requirements), or as a number of separate blocks of leave (in which case the employee needs Frontlines agreement).

To be able to take shared parental leave, an employee and his/her partner must meet various eligibility requirements and have complied with the relevant curtailment, notice and evidence requirements. This includes the mother curtailing her maternity leave.

Please refer to Frontline's policy on shared parental leave, where you will find full details of the eligibility requirements, as well as instructions as to how the mother's maternity leave can be curtailed. Frontline's policy on shared parental leave sets out the notice periods with which employees must comply and what evidence they must provide to Frontline. The policy also contains more details on/the Frontline's shared parental pay scheme].

The mother and the partner should ensure that they are each liaising with their own employer when making requests for shared parental leave.

17. Your position on returning to work following maternity leave

17.1 Return to Work before, or at the end of, Ordinary Maternity Leave (OML)

On returning to work following OML you have a right to return to the same job, which in the Frontline context normally means a similar job at the same tier, on the same terms and conditions as you were subject to previously. You are entitled to benefit from any general improvements to the rate of pay, or other terms and conditions, which may have been introduced for your tier while you were away, as if you hadn't been away.

17.2 Return to Work before, or at the end of, Additional Maternity Leave (AML)

If returning to work after AML, in other words you have taken more than 26 weeks' maternity leave; you are entitled to return to the same job on the same terms and conditions of employment as if you had not been absent, unless there is a reason why it is not reasonably practicable for you to return to your old job, in which case you will be offered a similar job on terms and conditions which are not less favourable than your original job.

What if I take ordinary parental leave immediately following my maternity leave?

A period of ordinary parental leave of four weeks or less has no impact on your right of return. If you take a period of parental leave of more than four weeks straight after the end of either ordinary or additional maternity leave, you will be treated as though returning to work after additional maternity leave.

If there is a reason which makes it impracticable for you to return to your original job, a similar job will be found for you. The new job will be such that:

- the work carried out is both suitable and appropriate for you to do in the circumstances; and
- the terms and conditions of your employment are no less favourable to you than they would have been had you continued to be employed in your old job.

If offered a new position that fulfils the criteria above and you refuse it, you will have effectively resigned.

Can I request to work flexibly?

All employees have the right to request flexible working patterns.

Date of last review	November 2015	Owner	HR Officer
Review period	2 years	Level of review	Remuneration Committee
Date of next review			