

Human Resources

do while you are away from work and the options
d actions you should take, when returning to work. Document Control

maternity rights and benefits are complex and it is not possible to include

do this, the more time there will be available to ensure that your job is appropriately covered during your absence. Also, you may feel that you want to confide in your manager at an early stage so that they understand the situation should you suffer from morning sickness or experience any other difficulties due to your pregnancy. Your manager may be able to help, for example, by agreeing a temporary adjustment to your working arrangements.

- 3.2 It is important that you send formal written notification of the date of your intended maternity leave to your manager as well as to Human Resources as far

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4.3 Maternity Pay

Staff who are entitled to maternity pay are paid as follows:

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Leave	Pay
26 weeks' ordinary maternity leave	on full salary(which includes SMP of 9/10 average weekly wages for the first 6 weeks and basic rate thereafter)
13 weeks' additional maternity leave	on basic rate SMP
13 weeks' additional maternity leave	unpaid

4.4 Maternity leave and pay cannot commence earlier than the Sunday at the start of the 11th week before your EWC.

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(iii) the date you intend to start your maternity leave, which may be no earlier than the beginning of the 11th week before your EWC;

- give 28 days' notice if you change your mind later about the date on which you wish to start your maternity leave;
- have sent your maternity certificate (MAT B1) to Human Resources;
- have given notice of the termination of your employment with the University (if not intending to return);
- not be in legal custody at any time within the MPP;
- notify the University if you start work for another employer during your MPP.

4.5 If you are not eligible to receive maternity pay, you may be entitled to claim 26 weeks' Maternity Allowance from the DWP. In such cases, you will be sent form SMP1 by Human Resources to enable you to make such a claim.

5. Your right to return to work

5.1 After ordinary maternity leave (the first 26 weeks) you have the right to return to your existing post, provided you have indicated your intention to return. After additional maternity leave you have the right to return to your existing post or, if that is not reasonably practicable, to a suitable and appropriate alternative job. In either circumstance you have the right to return on terms and conditions not less favourable than those which would have been applicable had you not been absent from work.

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- 10.2 Managers are responsible for undertaking a risk assessment in relation to your condition, and ^{riseiv.} if necessary, will discuss with you any steps needed to minimise risk. Details at <http://www.sussex.ac.uk/hso/healthandsafety/riskassessment/newandexpectantmothers>.

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on your normal pay. The University will pay full contributions based on the pay you would have been earning had you not been on maternity leave. This period will count as pensionable service and you will be covered for early retirement on ill health grounds and death in service, subject to the rules of the relevant pension scheme.

- 13.7 If you are a member of USS or USPAS, at the end of your paid maternity leave period you have the option of maintaining your contributions based on the salary you would have received had you not been on maternity leave. If you decide to do this the University will pay the appropriate employer's contribution. If you wish to maintain pension contributions in this way you will need to opt out of salary exchange until you return to work, when you will be allowed to opt back in to salary exchange. You should contact Human Resources (Payroll) at least six weeks before the start of your maternity leave to

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13.14 You may be entitled to a tax rebate following a period of unpaid maternity leave.

14 Work during maternity leave and keeping in touch

14.1 During your maternity leave you and your line manager are both able to make reasonable contact with each other to help with staying in touch. It is also permissible to agree for you to do up to 10 days' work during your maternity leave without it affecting either yoleleernavurit1E591.6 (r)11 (e)

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