



# MATERNITY AND PREGNANT PARENT POLICY FOR EMPLOYEES

## Document history

Notes of changes	Version No.	Date of approval and adoption
Maternity and Pregnant Parent Policy	1.0	6 December 2023
Revised – changed to reflect the new amount for Statutory Maternity Pay	2.0	5 April 2025
Revised – changed to reflect the new amount for Statutory Maternity Pay	3.0	11 April 2026

**THIS MATERNITY AND PREGNANT PARENT POLICY FOR EMPLOYEES IS PUBLISHED AS APPROVED BY CUMBRIA ASSOCIATION OF LOCAL COUNCILS IN APRIL 2026**



## **Scope**

This policy covers all CALC employees. In the case of the Chief Officer, Maternity/Pregnant Parent Leave and Pay will be managed by the Chair of CALC.

## **Introduction**

This policy sets out the entitlements to leave and pay for pregnant parents at CALC including surrogate birth parents. An employee having a child by adopting or through a surrogacy arrangement should refer to CALC's Adoption and Surrogacy Policy.

CALC recognises that some employees may not identify with the term 'maternity', so the term 'pregnant parent' has been added into this policy to ensure inclusivity for our LGBTQ+ parents.

There are some important things that the employee needs to know and do to help CALC make all the arrangements for the employees Maternity/Pregnant Parent Leave and pay.

## **Maternity/Pregnant Parent Leave**

As a pregnant parent, the employee can take up to 52 weeks Leave – it doesn't matter how long the employee has worked for CALC or how many hours are worked. This applies to surrogate birth parents too. The employee has to take at least two weeks leave after the baby is born, but after that it's up to the employee to decide how much Maternity/ Pregnant Parent Leave they take.

If the employee is sharing responsibility for the upbringing of the new baby, the employee may be able to end their Maternity/Pregnant Parent Leave early and take Shared Parental Leave instead with the employees partner. This allows the employee to share their remaining leave with their baby's other parent during their baby's first year. Both the employee and their partner need to be eligible – see CALC's Shared Parental Leave Policy for more details.

It's really important that the employee follows the steps below for giving us information about their pregnancy. If they don't, they might not be eligible for Maternity/Pregnant Parent Leave or pay or be able to start and/or end their leave when they want.

- As soon as the employee can after finding out that they are pregnant – and no later than the end of the 15th week before the baby is due – you must tell the Chief Officer.
- The employee will get a MATB1 form from their doctor or midwife sometime after the 21st week of their pregnancy – please check that it's been signed no



earlier than 20 weeks before the due date and give this to the Chief Officer as soon as possible.

- The employee will then need to agree with the Chief Officer when their Maternity/Pregnant Parent Leave is going to start and end. Maternity /Pregnant Parent Leave can start any time after the 11th week before the expected week of the birth. If the baby arrives early before the employee has started their Maternity/Pregnant Parent Leave, their leave will begin then. If the employee is off sick due to their pregnancy within four weeks of their expected due date, their Maternity/Pregnant Parent Leave will just start automatically.
- Once the employee and the Chief Officer have agreed a start date the employee should complete the ML1 – Application for Maternity Leave Form and ask the Chief Officer to sign it.
- CALC will then send you an ML3 form, which confirms the Maternity/Pregnant Parent Pay entitlement and also when the 52 weeks' Maternity/Pregnant Parent Leave entitlement will end. Of course, an employee does not have to take the full 52 weeks of leave – if an employee wants to come back to work before this, they can agree an earlier return date with the Chief Officer.
- If the employee changes their mind and wants to come back on a different date to the one agreed, the employee needs to write to the Chief Officer at least eight weeks before they are due to return.

## **Maternity/Pregnant Parent Pay**

CALC pay Statutory Maternity/Pregnant Parent Pay (SMP).

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. The employee will get:

- 90% of their average weekly earnings (before tax) for the first 6 weeks
- £194.32 or 90% of their average weekly earnings (whichever is lower) for the next 33 weeks

SMP is paid in the same way as wages (for example monthly or weekly). Tax and National Insurance will be deducted

To qualify for SMP an employee must:

- earn on average at least £129 a week
- give the correct notice and proof they are pregnant
- have worked for CALC for at least 26 weeks continuing into the 'qualifying week' - the 15th week before the expected week of childbirth

\*Average earnings are based on what the employee has been paid during the eight weeks ending on the 15th week before the baby is due.

If the employee does not qualify for SMP, they may be able to claim Maternity Allowance from the Government.



If an employee qualifies for SMP this will be paid for the first 39 weeks of their Maternity/Pregnant Parent Leave, through the normal pay run.

### **Risk assessments**

The employee must tell the Chief Officer as early as possible that they are pregnant. The Chief Officer will conduct a risk assessment with the employee regarding their role and their workplace and make any adjustments needed to protect their health and safety.

### **Antenatal care**

The employee will have antenatal appointments to go to. It would be helpful if the employee could try to arrange these outside their normal working hours if they can. If not, then the employee will be paid time off to attend. Let the chief Officer know when these appointments take place.

### **Pensions**

If the employee is a member of the CALC pension scheme (NEST) then they will continue to be a member during their Leave. While they are getting SMP their pension contributions will be based on the actual pay they receive each period, but CALC's contributions will be based on normal full pay. During any unpaid period of Maternity/Pregnant Parent Leave all pension contributions will stop.

### **Holidays**

Annual leave and bank holiday entitlement will continue to accrue while the employee is on Maternity/Pregnant Parent Leave.

Talk to the Chief Officer before the start of Maternity/Pregnant Parent Leave about taking holidays either before or at the end of the leave period and agree dates with them.

### **Keeping in touch**

CALC will keep employees updated about any important changes or other things they need to know while they are away from work. Agree with the Chief Officer the best way of keeping in touch.

An employee can have up to 10 Keeping in Touch (KIT) days during their Maternity/Pregnant Parent Leave, which let an employee work without losing their entitlement to SMP. KIT days need to be agreed with the chief Officer first and can be used for anything that would normally be part of the job, including training courses and announcements. They can be taken at any point during Maternity/Pregnant Parent Leave, apart from during the first two weeks after the baby is born. An



employee does not have to arrange any KIT days, and CALC will never insist that an employee has to work a KIT day.

On a KIT day the employee will get paid their full contractual rate of pay for the hours they work. If this is in the SMP period of your leave, or the period of unpaid leave after the 39 weeks the employee's pay will be 'topped up' to their normal hourly rate. This means that payment for a KIT day won't ever be more than a normal day's pay. Note, even if an employee doesn't work a full day, this will still count as one of their 10 KIT days.

### **Returning to work after Maternity/ Pregnant Parent Leave**

Unless there's a business reorganisation – in which case CALC would consult with the employee about what this means for them – the employee will usually be able to come back to the same role and with the same terms and conditions of employment that they had before their Maternity/Pregnant Parent Leave.

The Chief Officer will get in touch with the employee before they are due to come back to work to talk about the arrangements for their return.