



Maternity/Adoption Leave Policy

Employees who meet the relevant qualifying criteria, and regardless of their staff group, grade or hours worked, will be eligible for the provisions of the Lincoln College maternity/adoption leave scheme.

All pregnant employees irrespective of length of service have a statutory right to reasonable paid time off work to keep appointments for antenatal care prescribed by a doctor, midwife or health visitor. Evidence of appointments may be requested.

The College would not wish to treat adoptive and biological parents unequally. It is customary for arrangements for adoption leave to parallel those made for maternity and paternity leave, in that the main carer takes 'maternity leave', regardless of gender, and the carer's partner takes 'paternity' leave.

The Qualifying Criteria

In order to qualify for the Lincoln College maternity/adoption leave scheme, at the 15th week before the expected week of childbirth or at the week that they are matched with a child, an employee should:

- Hold a current contract of employment with Lincoln College; and
- Provide Lincoln College with the correct notification of his/her intention to take leave; and
- Intend to return to work following the birth of the baby/adoption of a child.

The Benefits

- All employees are entitled to take up to one year's (52 weeks') maternity/adoption leave, regardless of length of service with the College. The employee may decide how much of the 52 weeks' maternity/adoption leave they wish to take, however pregnant employees must take by law a minimum of two weeks' leave from date of childbirth.
- If he/she meets all the following requirements, the employee will be eligible to receive the benefits of the Lincoln College maternity/adoption pay scheme as follows:
26 weeks' full pay (inclusive of SMP/SAP); followed by 13 weeks; statutory maternity/adoption pay; followed by 13 weeks' unpaid leave
Total = 52 weeks' leave

- Staff who comply with the above criteria but who indicate before the commencement of their maternity/adoption leave that they do not wish to return to work, will receive 39 weeks' Statutory Maternity/Adoption Pay only (provided their earnings also reach the governments' Lower Earnings Limit for National Insurance Contributions.)

Informing the College

To claim maternity/adoption leave and pay under the Lincoln College maternity/adoption scheme, an employee should notify his/her department no later than the 15th week before the expected week of childbirth, or no later than 28 days they wish their adoption leave to start, of:

- The fact that he/she is pregnant/adopting a child
- The expected week of childbirth/placement of a child
- The date when he/she intends to start taking leave
- His/her intention to return to work after the birth of the baby/adoption of a child

The employee should complete the Application for Maternity/Adoption Leave and Pay Form and return this to their line manager or the Human Resources Manager. The employee must also provide the College with a copy of his/her MATBI form/Matching Certificate that he/she will have been given by his/her healthcare provider (usually the GP or midwife) usually around the 25th week of pregnancy, or from the adoption agency. The MATBI form can be returned after the Application for Maternity/Adoption Leave and Pay form has been submitted.

Risk Assessments

The European Directive on Pregnant Workers states that the College is required to carry out a risk assessment on pregnant employees. The employee should complete the Risk Assessment Record for Pregnant Workers. If the employee answers **YES** to any of the questions, they must detail further information to enable the College to carry out a complete risk assessment. When completed, the form should be returned to the Human Resources Manager.

As the employee's pregnancy progresses, the line manager is responsible for conducting frequent risk assessments to ensure that any adaptations to the role are made where necessary.

Starting Maternity/Adoption Leave/Pay

A woman can choose to start her maternity leave any time after the beginning of the 11th week before the expected week of childbirth (although maternity leave will start automatically before then if she gives birth early or is ill for a pregnancy-related reason during the last four weeks of her pregnancy) and may change her chosen start date by giving 28 days notice.

Adoption leave can begin up to a maximum of 14 days before the expected date of placement of your child.

Annual Leave

Annual leave cannot be carried over from one leave year to the next and the employee should still request to take leave in the normal way. It is advisable that the employee takes his/her unused annual leave before he/she goes on maternity/adoption leave and/or that he/she tags annual leave on to the end of the maternity/adoption leave period.

Contact during Maternity/Adoption Leave

The College may make contact with the employee (and vice-versa) while he/she is on maternity/adoption leave, as long as the amount and type of contact is not unreasonable (e.g. to discuss plans for returning to work or to keep him/her informed of important developments in the workplace).

Keeping in Touch Days – Working During Maternity/Adoption Leave

The employee can undertake up to a maximum of 10 days' work under his/her contract of employment during his/her maternity/adoption leave, as long as both he/she and the College have agreed for this to happen, and agree on what work is to be done and how much he/she will be paid for it.

Returning to Work

It is assumed that the employee will return to work at the end of his/her full 52 weeks' of maternity/adoption leave unless he/she has told the College that he/she wishes to come back at any other time.

The employee can return to work earlier than the full 52 weeks' of maternity/adoption leave, or can change the date of his/her return to work, as long as he/she gives 8 weeks' notice to the College.

If the employee decides not to return to work at the end of his/her maternity/adoption leave, or returns to work for less than three months, the College reserves the right to reclaim all or part of the payments made under the College scheme, minus any statutory maternity/adoption pay element to which the employee was eligible.

January 2020



Lincoln College
Oxford OX1 3DR

**APPLICATION FOR MATERNITY LEAVE AND PAY
PART A – WORKING OUT YOUR ELIGIBILITY FOR LEAVE AND PAY**

Personal Details 1. Name: Department:	Start Date with College.....
Guidance Notes	
When the baby is expected 2. My baby is due in the week beginning: (date of expected week of childbirth)	Expected week of childbirth The expected week of childbirth is the week in which it is expected you will have your baby. This is the date on your MATB1 form that your doctor or midwife will give you.
3. A certificate (MATB1) confirming this: Tick relevant box <input checked="" type="checkbox"/> a) Has been given to you already <input type="checkbox"/> b) Is enclosed with this form <input type="checkbox"/> c) Will be given to you as soon as possible <input type="checkbox"/>	Certificate Your doctor or midwife will give you a MATB1 form which will give you the expected week of childbirth. You must give this to the Human Resources Manager at least 28 days before you wish to start your leave.

PART B – MATERNITY LEAVE

Guidance Notes	
4. I do not wish to return to work after the birth of my baby and will not be taking Maternity Leave. I understand that I will not be entitled to the College's Maternity Pay Scheme and I wish to leave on the following date	If you chose not to take Maternity Leave you can terminate your employment and leave the College. You will still be able to claim 39 weeks Statutory Maternity Pay (if you meet the criteria), but you will not be entitled to the College Maternity Pay Scheme
Starting maternity leave 5. I intend to start my maternity leave on:(date)	Start date It is your decision when you start your maternity leave, except that you cannot start it earlier than the 11th week before your expected week of childbirth. You should notify the Human Resources Manager of your intended start date by the 15th week before the expected week of childbirth. If you wish to change this date you must give Human Resources at least 28 days' notice, in writing, of when you

	<p>want to start your maternity leave. If you are absent from work for a pregnancy-related reason in the four weeks before your expected week of childbirth, or if you give birth before the date you intended to start maternity leave, your maternity leave will start automatically.</p>
<p>Returning after maternity leave 6. My maternity leave entitlement will finish on:(date)</p>	<p>End of maternity leave This is the end of the 52nd week from when you start your maternity leave. For example, if you started your maternity leave on a Wednesday, the last day will be Tuesday 52 weeks later. Human Resources will help you calculate this date.</p>
<p>7. Return date: complete either A or B below. A I would like to take my full 52 weeks entitlement and I am due back to work on:(date) B I have already decided not to take my full 52 weeks entitlement and will return to work on:(date)</p>	<p>The College Scheme offers: - 26 weeks on full-pay (inclusive of SMP), plus - 13 weeks Statutory Maternity Pay, plus - 13 weeks unpaid leave.</p> <p>It is your decision how much of this leave you wish to take.</p> <p>You may already know that you wish to take all or only some of your leave entitlement and should state your current wish by completing either 7A or 7B as appropriate.</p>
<p>I understand that if I want to change this date, I must give you 8 weeks' notice of the date on which I want to return.</p>	<p>Changing your mind: If you change your mind about the date that you want to return to work you must give the College at least 8 weeks' notice before your intended return date.</p>
<p>9. Contact during maternity leave I would like to be told about changes happening at work during my maternity leave YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, I would like to be contacted by: Email: <input type="checkbox"/> Telephone: <input type="checkbox"/> Letter: <input type="checkbox"/> If you do not mind how your department contacts you please tick here <input type="checkbox"/></p>	<p>You and your department may make reasonable contact during your maternity leave. Keeping in touch with work in this way can help to make it easier when it is time to return as you will be aware of what has been going on in your department. Even if you choose not to be told about changes happening at work during your maternity leave, the College will still contact you about any matters relating to your employment.</p>
<p>10. Keeping in Touch (KIT) days Would you like the opportunity to work, attend</p>	<p>As well as staying in contact with your department during your maternity leave, if</p>

<p>a particular event or take up a training opportunity during your maternity leave?</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>If so, you can agree with your department to consider up to a maximum of 10 days' work on KIT days during your maternity leave.</p>	<p>you and your department both agree, you can undertake up to 10 days' work during your maternity leave. These are known as Keeping in Touch (KIT) days. They are not limited to your usual job and could be used for training or other events.</p> <p>This work can only take place by agreement between both the department and the employee. A department may not require an employee to work during their maternity leave, and you cannot be penalised for refusing to take up a KIT day. Similarly, an employee does not have a right to work KIT days if the department doesn't agree to them. If you and your department agree that you will work some KIT days then you should agree in advance including what you will be doing and how you will be paid.</p>
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Maternity plan signature page

You have now completed all the parts of the form necessary before starting your maternity leave. You should now sign the form and give it to your Human Resources Manager. Don't forget to keep a copy of it for yourself.

IMPORTANT NOTICE
In signing this form, you confirm that your attention has been drawn to the right of the College to reclaim the whole or part of the non-statutory element of maternity pay if you fail to return to work after your maternity leave and continue in employment for at least 3 months following your return.

Signed: (employee)

Full Name.....

Date:

Signed:.....
 (Line Manager/Human Resources Manager)

Date:



Lincoln College
Oxford OX1 3DR

APPLICATION FOR ADOPTION LEAVE AND PAY
PART A – WORKING OUT YOUR ELIGIBILITY FOR LEAVE AND PAY

<p>Personal Details</p> <p>1. Name: Department:</p>	<p>Start Date with College.....</p>
<p>When the child is expected</p> <p>2. The expected date of child placement is(date)</p> <p>3. Documentary evidence confirming this: Tick box <input checked="" type="checkbox"/></p> <p>a) Has been given to you already <input type="checkbox"/> b) Is enclosed with this form <input type="checkbox"/> c) Will be given to you as soon as possible <input type="checkbox"/></p>	<p>Guidance notes</p> <p>Expected date of child placement 2. The expected date of child placement is the date on which the adoption agency has told you that it expects the child will be placed with you. Documentary Evidence (which may be the matching certificate) 3. If you qualify for adoption pay and leave you must give the College documentary evidence stating the expected date of the child's placement at least 28 days before you wish to start your leave and pay. The documentary evidence, which you will receive from the adoption agency can be used. (Answering questions 5-7 will help you decide if you qualify for adoption pay and leave.)</p>

PART B – ADOPTION LEAVE

<p>Starting adoption leave</p> <p>4. I intend to start my adoption leave on:(date) (NB this can be any day of the week)</p>	<p>Guidance notes</p> <p>6. Start date It is your decision when you start your adoption leave, but you cannot start it earlier than 14 days before the expected date of placement of your child. You should notify the College of your intended start date as soon as you receive notification from your adoption agency. If you wish to change this date you must give the College at least 28 days' notice of when you want to start your adoption leave unless this is not reasonably practicable.</p>
<p>Returning after adoption leave</p>	<p>End of adoption leave</p>

<p>5. My adoption leave entitlement will finish on:(date)</p> <p>6. Return date: complete either A or B below.</p> <p>A I would like to take my full 52 weeks entitlement and I am due back to work on:(date)</p> <p>B I have already decided not to take my full 52 weeks entitlement and will return to work on:(date)</p> <p>I understand that if I want to change this date, I must give you 8 weeks' notice of the date on which I want to return.</p>	<p>7. This is the end of the 52nd week from when you start your adoption leave. For example, if you started your adoption leave on a Wednesday, the last day will be Tuesday 52 weeks later.</p> <p>6. The College Scheme offers: - 26 weeks on full-pay, plus - 13 weeks Statutory Adoption Pay, plus - 13 weeks unpaid leave. It is your decision how much of this leave you wish to take.</p> <p>You may already know that you wish to take all or only some of your leave entitlement and should state your current wish by completing either 6A or 6B as appropriate.</p> <p>Changing your mind: If you change your mind about the date that you want to return to work you must give the College at least 8 weeks' notice before your intended return date. You can use Part C of this form for this purpose.</p>
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<p>7. Contact during adoption leave</p> <p>I would like to be told about changes happening at work during my adoption leave YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, I would prefer to be contacted by: (e.g. phone, email, etc)</p> <p>If you do not mind how your department contacts you please tick here <input type="checkbox"/></p> <p>10. Keeping in Touch (KIT) days Would you like the opportunity to work, attend a particular event or take up a training opportunity during your adoption leave? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If so, you can agree with your department to consider up to a maximum of 10 days' work on KIT days during your adoption leave.</p>	<p>Guidance notes</p> <p>You and your department may make reasonable contact during your adoption leave. Keeping in touch with work in this way can help to make it easier when it is time to return as you will be aware of what has been going on in your department. Even if you choose not to be told about changes happening at work during your adoption leave, the College will still contact you about any matters relating to your employment</p> <p>10. As well as staying in contact with your department during your adoption leave, if you and your department both agree, you can undertake up to 10 days' work during your adoption leave. These are known as Keeping in Touch (KIT) days. They are not limited to your usual job and could be used for training or other events. This work can only take place by agreement between both the department and the employee. A department may not require an employee to work during adoption leave, and the employee cannot be penalised for refusing to take up a KIT day. Similarly, an employee does not have</p>
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	<p>a right to work KIT days if the department doesn't agree to them. If you and your department agree that you will work some KIT days then you should agree in advance including what you will be doing and how you will be paid.</p>
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Adoption plan signature page

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IMPORTANT NOTICE
In signing this form, you confirm that your attention has been drawn to the right of the College to reclaim the whole or part of the non-statutory element of maternity pay if you fail to return to work after your maternity leave and continue in employment for at least 3 months following your return.

Signed: (employee)

Full Name.....

Date:

Signed:.....
 (Line Manager/Human Resources Manager)

Date:



Lincoln College
Oxford OX1 3DR

RISK ASSESMENT RECORD FOR PREGNANT WORKERS

The European Directive on Pregnant Workers states that the College is required to carry out a risk assessment on pregnant employees. Please complete the table below. If you have answered **YES** to any of the questions, please detail further information to enable us to carry out a complete risk assessment. When completed, return the form to the Human Resources Manager.

NAME: _____ DEPARTMENT: _____

HAZARD	YES	NO	COMMENTS
BREAKS - Does your job allow you to take sufficient work breaks?			
CHEMICAL AGENTS - Do you currently handle, or have close contact with any chemicals? If yes, please list			
MANUAL HANDLING - Do you have to carry out any manual handling during the course of your duties? e.g. lifting, pulling, pushing			
DISPLAY SCREEN EQUIPMENT - Do you use a visual display unit in the course of your duties?			
TEMPERATURE – Is your working environment a comfortable temperature?			
TOILET – Do you have easy access to a toilet?			
REST – Are you aware of the Nurses Office?			
SHIFTS – Does your job involve working in shifts or at night?			
NOISE - Are you subjected to any periods of noise which may cause you any discomfort or stress?			
SHOCKS, VIBRATION AND MOVEMENT - Are you subjected to any of these situations?			
FIRST AIDER – Have you informed your nearest first aider that you are pregnant?			
FATIGUE - Do you suffer from fatigue which is related to your employment?			
Lone Working – Do you work alone? What means of communication do have with your supervisor or manager? Do you have to work in multiple locations? If so how do you let your manager know where exactly you are?			
Other – Are there any specific duty you are required to carry out that you feel may cause you harm?			