

Maternity/Pregnancy

Clever Cloggs will act to protect children including the unborn child.

A member of staff who finds they are pregnant should tell the management as soon as possible. This is in your own interests, and ensures that the management can take any necessary steps to look after your health and safety and that of your unborn child.

Early notice also allows us to let you know what your rights will be to maternity leave, pay and change of duties where needed.

When telling us that you are pregnant, it would be helpful if you could obtain evidence of your expected week of childbirth from a registered medical practitioner as soon as possible and give it to the management, who will record the date on your file.

Once you are pregnant and have gained the evidence from the registered medical practitioner you have certain rights under the law, some of which depend on how long you have been employed by Clever Cloggs. These rights are as follows:

- The right to (paid) time off work for antenatal care. You should give your managers as much notice as possible of your appointments and, after the first one, should show them the appointment card from the hospital or clinic. As it could be no appointment card, no time off.
- The right not to be dismissed on account of pregnancy or maternity leave. You have the right not to be dismissed or discriminated against for any reason connected with your pregnancy or maternity leave.
- The right to be suspended on full pay if your pregnancy makes you unable to carry out your normal job and alternative work is not available. If, following an assessment of your condition and the work that you are normally expected to do, the management agrees that you are unable to carry out your usual work, it will either try and make amendments to the work or working conditions, or, if this is not possible, look for suitable alternative work for you. This will only be necessary where the work may cause harm to you/your baby. It is possible that any readjustments of your work may last until you take maternity leave.

If, despite its best efforts, Clever Cloggs cannot find suitable work for you to do, you will be suspended from work on full pay until the risks to you/your baby's health has passed or suitable alternative work becomes available.

These provisions do not apply where your doctor has signed you off sick, but only where you are able to come to work but unable to carry out your particular job duties.

The right to be paid statutory maternity pay. In order to qualify for statutory maternity

leave, you must provide us with written notification stating both:

1. That you are pregnant
2. The date, in writing, on which you would like to begin your maternity leave. You must also provide a medical certificate stating the expected week of childbirth.

This notification must be received no later than the end of the 15th week before the Expected Week of Childbirth (EWC), subject to this being reasonably practicable.

With the above notifications you will be eligible for statutory maternity pay (SMP) if you have at least 26 weeks' continuous service by the end of the 15th week before the expected week of childbirth (EWC)

The right to take maternity leave and return to work. All pregnant employees have the right to take 26 weeks' maternity leave and then return to work.

All pregnant employees whose EWC begins on or after 1 April 2007 are entitled to take up to 52 weeks' maternity leave (i.e. 26 weeks of OML plus 26 weeks' additional maternity leave (AML))

These rights are available to all female employees, regardless of whether they work full-time or part-time.

If you need to change the date on which you wish to start your maternity leave after you have already notified us, you may do so but you should try to do so at least:

1. 28 days before the date changed
2. 28 days before the new date whichever is the earlier.

If you cannot meet these requirements, you should tell us as soon as is reasonably practicable, as long as it does not begin earlier than 11 weeks before the EWC. You may continue working up to the date of your childbirth provided that this does not contravene health and safety regulations. SMP, however, is payable only when you start your maternity leave - it cannot be paid over and above normal salary.

If, however, you are off sick due to a pregnancy-related illness at any time after the beginning of the fourth week before the EWC, the maternity leave period will begin automatically on the day after the first day on which you are absent from work due to that illness.

Before you go on maternity leave, we will agree the date on which we expect you to return. Should you wish to return earlier, you must give the 28 days' notice in writing! There is no obligation by law to allow you to return before the end of this 28-day period.

By law, you may not under any circumstances return to work within two weeks of the birth of your baby.