

GUIDELINES ON MATERNITY LEAVE AND PAY

Document Ref.	Maternity Leave
Review – hybrid working update	February 2022
Next Review Date	To be confirmed
Review frequency	Three years
Author	H Childs – People & Culture Division

Contents

1.0	Introduction
2.0	Definitions
3.0	Notification of Pregnancy
4.0	Employers' Acknowledgement
5.0	Maternity Leave
6.0	Maternity Pay
7.0	Reasonable Contact and Keeping in Touch During Maternity Leave
8.0	Return from Maternity Leave
9.0	Pension Contributions
10.0	Time Off for Ante-Natal Care
11.0	Accrual of Annual Leave
12.0	Accrual of Statutory and Customary leave
13.0	Miscellaneous
14.0	Health and Safety
15.0	Additional information for employees in research grant funded posts
	Appendix A

1.0 INTRODUCTION

- 1.1 These guidelines set out the maternity leave and pay benefits to which University employees are entitled.

These benefits arise from two sources – ‘statutory rights’ are those which women employees are entitled to under relevant legislation; (the statutory rights described here derive from the Employment Rights Act 1996 as amended by the Employment Relations Act 1999 and by the Employment Act 2002 and by the Work and Families Act 2006 and by the Sex Discrimination 1975 (Amendment) Regulations 2008, from the Social Security Contributions and Benefits Act 1992, and the associated Regulations); and ‘occupational benefits’ which are those which the University provides under its Terms and Conditions of Employment which are the same in this respect for all categories of UEA staff.

The qualifying conditions for the different types of benefits differ and these are set out in the relevant sections below. Broadly, the occupational benefits incorporate those based on statutory rights, but they exceed them in some respects for employees with at least 12 months’ continuous service at a specified date in the employee’s pregnancy.

- 1.2 There are detailed requirements set out in these guidelines for notifying the University of pregnancy and planned maternity leave, which employees must meet in order to qualify for the relevant benefits.

However, as well as wanting to ensure that employees are fully informed of the benefits for which they are eligible as soon as possible, the University has a statutory duty to protect the health and safety of employees who are pregnant and will wish to take all reasonable steps to ensure that their working conditions contribute to a healthy pregnancy.

This being the case, it is essential for employees who are pregnant to contact the People and Culture Division for information (hr.supportcentre@uea.ac.uk) and advice at the earliest possible date. Contact will remain confidential at this stage if requested.

2.0 DEFINITIONS

- (a) **Maternity Leave** is the period of time before and after childbirth when the employee is not at work because of pregnancy/childbirth, but during which her contract of employment continues (unless either party to the contract expressly ends it or it expires). There is a specified maximum period for this leave, but the employee can choose to be on leave for a shorter period than the maximum (subject to the conditions for compulsory maternity leave referred to below and to meeting the relevant notification conditions). The start date of such leave is flexible, subject to earliest and latest specified dates described below. Whether any payment is receivable during Maternity Leave will be subject to conditions set out later in these guidelines. All pregnant employees are entitled to 52 weeks’ maternity leave (26 weeks’ Ordinary Maternity Leave and 26 weeks’ Additional Maternity Leave).

Pregnant employees who meet qualifying conditions based on their length of service and average earnings are entitled to up to 39 weeks' Statutory Maternity Pay (SMP), which is paid by their employers and mostly or completely refunded by the Government.

Women who are not entitled to SMP but meet qualifying conditions based on their recent employment and earnings may claim up to 39 weeks' Maternity Allowance, paid direct by Jobcentre Plus.

- (b) **Statutory Maternity Leave** is the period of 52 weeks' leave made up of Ordinary Maternity Leave and Additional Maternity Leave
- (c) **Ordinary Maternity Leave** is the period of 26 weeks of leave to which all employees are statutorily entitled, regardless of length of service.
- (d) **Additional Maternity Leave** is the period of a further 26 weeks of unpaid leave to which employees are statutorily entitled, regardless of length of service.
- (e) **Compulsory Maternity Leave** is normally the two weeks from the date of childbirth, during which the employee may not work.
- (f) **Expected Week of Childbirth (EWC)** is the week, beginning with midnight between Saturday and Sunday, in which it is expected that the baby will be born. Likewise, the **week of childbirth** is the week, beginning with midnight between Saturday and Sunday, in which the baby is actually born.
- (g) **Childbirth** means the live birth of a child, or a still birth after a pregnancy lasting at least 24 weeks. (There is no distinction between live and still births in the granting of occupational maternity benefits.)
- (h) **Maternity Pay** is the pay which the employee may receive during maternity leave, the type and amount of which will depend on qualifying conditions set out later in these guidelines, but which may involve a combination of different pay elements.
- (i) **Statutory Maternity Pay (SMP)** is a weekly State benefit for women on maternity leave, the qualifying conditions and amount of which are determined statutorily by the Department for Works and Pensions, but which is paid by the employer, (at the same time as the employee would normally receive her salary payment), whether or not the employee intends to return to work for her employer. There are two rates of SMP which are payable to those eligible – the first 6 weeks are paid at 90% of the employee's average earnings, and thereafter SMP will be at the Standard Rate or at 90% of average earnings if this is less. SMP is a weekly benefit, the payment of which commences on the first day of maternity leave.
- (j) **Standard Rate SMP** is revised from time to time by the Department for Work and Pensions. Information on the current rate of SMP can be obtained from the People and Culture Division.
- (k) **Occupational Maternity Pay (OMP)** is the amount of full pay or half pay which is payable to University employees who are absent on maternity leave and who meet the qualifying conditions

of the occupational scheme, for the period specified in the occupational scheme.

To receive OMP, the employee must have given notice of her intention to return to work after maternity leave and must return for at least three months (otherwise the OMP is repayable). SMP payments are offset against full pay, but normally paid in addition to half pay (except to the extent to which the combination of half pay and SMP would exceed the normal amount of contractual full pay).

- (l) **Maternity Allowance** is a statutory benefit which may be payable to employees who are absent on grounds of pregnancy/maternity and who do not meet the qualifying conditions for SMP. Unlike SMP, it is not paid by the employer; instead payment is made by the social security/Jobcentre Plus office. Like SMP, the rate of Maternity Allowance is revised from time to time by the Department for Work and Pensions, and details of current rates can be obtained from the local Inland Revenue office or social security/Jobcentre Plus office.
- (m) **Qualifying Week**, for SMP purposes, is the 15th week before the EWC.

3.0 NOTIFICATION OF PREGNANCY

- 3.1 A pregnant employee should contact the People and Culture Division as soon as possible after they know they are pregnant, for advice and for information about their entitlements. In order to take advantage of the rights to statutory maternity leave and (if they qualify) SMP and OMP, the employee must give the University proper notification as set out below (contact hr.supportcentre@uea.ac.uk).
- 3.2 No later than the end of the 15th week before the week their baby is due (the EWC), or as soon as reasonably practicable, the employee must notify the People and Culture Division (in writing):
- that they are pregnant;
 - when the expected week of childbirth will be, by means of a medical certificate (MAT B1). This can be obtained from the employee's doctor or midwife and is available 20 weeks before the EWC. The employer cannot start paying SMP until this certificate is provided;
 - when they intend to start maternity leave, (which may not be earlier than the 11th week before the EWC but should be before the due date);

(Note – the employee can change her leave dates as long as they give 28 days' notice to the People and Culture Division.)

- 3.3 An employee who will have been continuously employed for a minimum period of 12 months before the EWC, and who thereby qualifies for occupational maternity benefits, will be required at the same time to provide a written statement of their intent, where applicable, to return to work with the University at the end of her maternity leave and of her wish therefore to receive the additional occupational benefits.

- 3.4 An employee entitled to receive OMP and SMP is also asked to confirm to the University, in writing, whether or not they wish to receive both payments whilst on maternity leave or, as an alternative, to receive only SMP. Where an employee who qualifies for OMP elects to receive SMP only, they will be entitled to receive the full amount of OMP payable after returning to work for a three-month period.

This is to ensure that employees are correctly paid during the Maternity Pay Period. A qualifying condition for receipt of OMP is that the employee must return to work for a minimum period of three months following maternity leave. If they do not meet this condition then the University has the right to reclaim the whole or part of the non-statutory element of the maternity pay. **By confirming, in writing, the payment they wish to receive, the employee is agreeing to repay sums received in respect of the OMP should they not be able to return to work for three months following the period of maternity leave.**

- 3.5 Maternity leave under all of the above options may commence at any time from the 11th week before the EWC. SMP and (if applicable) OMP will both commence on the same day which has been notified by the employee, provided their maternity leave starts on this date.
- 3.6 If the employee intends to return to work before the end of their ordinary or additional maternity leave or at any time whilst in receipt of SMP and/or OMP (where applicable), they must give their employer at least eight weeks' notice of her date of return unless their employer has failed to give them appropriate notification of the date of the end of their leave.
- 3.7 If an employee does not intend to return to work after her maternity leave, they must give the University 8 weeks' notice or the period of notice required under her terms and conditions of employment, whichever is the greater.

4.0 EMPLOYER'S ACKNOWLEDGEMENT

- 4.1 Within 28 days of receiving the employee's notification of pregnancy and planned leave, the University is required to respond in writing, specifying the date on which her leave will end (i.e. the end of the statutory maternity leave period).
- 4.2 This acknowledgement will normally be by letter from the People and Culture Division, which will set out all relevant details of the employee's entitlement to maternity leave and pay, and confirmation of any further action required in respect of the employee's maternity leave.

5.0 MATERNITY LEAVE

- 5.1 All pregnant employees, regardless of length of service, are entitled to 52 weeks' statutory maternity leave.
- 5.2 The planned start of maternity leave must be no earlier than the start of the 11th week before the EWC but may be any date in the pregnancy thereafter before the EWC. Once the employee has given notice of her planned start date for maternity leave, they may change the date as long as they give 28 days' notice in writing.

- 5.3 If the employee gives birth before the date they have notified, or before they have notified a date, their maternity leave period starts automatically on the day after the date of birth; and in these circumstances they must notify the People and Culture Division as soon as reasonably practicable of the date of birth of her child (contact: hr.supportcentre@uea.ac.uk).
- 5.4 If the employee is absent from work because of a pregnancy-related reason after the beginning of the 4th week before the EWC but before the date they have notified, their maternity leave period will likewise start automatically on the day after their first day of absence; and as soon as reasonably practicable they must notify the People and Culture Division of the fact that they are absent from work wholly or partly due to pregnancy, and of the date on which their absence for that reason began.
- 5.5 **Still Births:**
- If the employee's baby is born early and the maternity leave period has started, SMP is paid until the liability of the University ends as if the baby had been born in the expected week of childbirth.
 - If the baby is stillborn before the 24th week of pregnancy, i.e. earlier than the 15th week before the expected week of childbirth, SMP is **not** payable. There is a possibility that Statutory Sick Pay may be due instead.
 - If the baby is stillborn after the start of the 15th week before the expected week of childbirth, SMP is applicable, as for a live birth.

6.0 MATERNITY PAY

- 6.1 Any employee who is pregnant or who has just given birth is entitled to a maximum of 39 weeks' SMP if:
- they have worked for their employer for a continuous period of at least 26 weeks ending with the Qualifying Week – that is, the 15th week before the EWC; and
 - their average weekly earnings in the 8 weeks up to and including the Qualifying Week (or the equivalent period if they are monthly paid) has been at least equal to the lower earnings limit for National Insurance contributions, (although they do not actually have to have paid any contributions); and
 - they have given the employer at least 28 days' notice of the date their absence is to start; and
 - they are still pregnant at the 11th week before the EWC or has had the baby; and
 - they have ceased work and remains absent from work.

Disqualifying Conditions - the liability of the employer to pay SMP ceases if:

- the employee is not employed by the University in the qualifying week (the 15th week before the EWC); or
 - the employee is taken into legal custody; or
 - the employee commences work with another employer.
- 6.2 In acknowledging the employee's notification of pregnancy and planned maternity leave (as described earlier in these guidelines), the University will confirm the employee's entitlement to SMP. If for any reason they are not entitled to SMP, the University will complete and give to them the Department for Work and Pensions form SMP1 (an explanation of why SMP is not payable). This will help them to claim Maternity Allowance from the Social Security/Jobcentre Plus Offices.

- 6.3 Once entitlement to SMP has been established, the employer must pay SMP even if the employee leaves the employment before the SMP starts (though not if they leave before the Qualifying Week) or during the maternity pay period.
- 6.4 The first 6 weeks of SMP are paid at 90% of the employee's average weekly earnings. The remaining 33 weeks of SMP are paid at the **lesser** of standard rate SMP or 90% of the employee's average weekly earnings.
- 6.5 SMP normally starts on the day immediately after the employee has stopped work. However, it may start on an earlier date if payment is triggered by early birth (before the woman has stopped work to start her maternity leave) or because they are absent from work for a pregnancy-related reason in the 4 weeks immediately preceding the EWC; (see Section 5).
- 6.6 An employee who has been continuously employed by the University for a minimum of 12 months by the EWC, who thereby qualifies for occupational maternity benefits, and who has given notice of their intention to return to work for at least 3 months at the end of the maternity leave period, will be entitled to OMP comprising 8 weeks' full pay and 16 weeks' half pay.
- 6.7 SMP payments will be offset against OMP at the full-pay rate, but will be payable in addition to OMP at the half-pay rate (**except to the extent that the combined amounts exceed full pay**).
- 6.8 The total maternity pay entitlement of those who qualify for both SMP and OMP is therefore as follows:
- 8 weeks' full pay (with the appropriate rates of SMP offset), and
 - 16 weeks' half pay (plus SMP at the appropriate rate), and
 - 15 weeks' SMP at the appropriate rate.
- 6.9 If the employee does not return to work for at least 3 months at the end of the maternity leave period, the University reserves the right to reclaim the whole or part of the non-statutory element of the maternity pay received.

7.0 REASONABLE CONTACT AND KEEPING IN TOUCH DURING MATERNITY LEAVE

- 7.1 The Work and Families Act 2006 introduces the right of employers and employees to maintain reasonable contact during maternity leave.
- 7.2 Under the terms of the Act, the University is entitled to make reasonable contact with the employee while they are on maternity leave. For example, a line manager may wish to contact the employee to discuss her planned return to work date, or to discuss any flexible working arrangements which would make their planned return to work easier, or an employee might wish to introduce their baby to colleagues or meet up with them in the workplace. This will not count as work and therefore will not count towards the "keeping in touch" days described below.

An employee on maternity leave may agree with their line manager to work for up to 10 days during their maternity leave period without bringing the maternity leave period to an end or losing their entitlement to payment during that week. These days are referred to as "keeping in touch days" (KIT days) and will be by agreement for such purposes as training or other

activity intended to assist the employee in keeping in touch with the workplace, or to provide occasional cover where this is mutually agreed. KIT days may include activities either onsite or working from home, as appropriate.

However, an employee can only use KIT days with the employer who is paying their Statutory Maternity Pay (SMP). You cannot use KIT days for any work you do for any employer other than the employer who is paying you SMP. Therefore, if you do any work for an employer who did not employ you in the qualifying week, your SMP will stop.

- 7.3 KIT days are optional and can only take place by agreement between you and your manager. The employer has no right to demand that any such KIT work is undertaken and the employee has no right to expect to undertake such work.
- 7.4 KIT days will be for an agreed and specific purpose related to work. Payment, only where applicable, will be calculated on the basis of the employee's hourly rate of pay for the specific number of hours worked. If this exceeds the daily rate of pay (taking account of any occupational or statutory pay being received) then the amount of pay received will be capped at the normal rate of pay for that day. Payment will be made after completion of the day's work on the basis of timesheets submitted to the Payroll Office by the Payroll Deadline.

A timesheets is included in your maternity information pack.

- 7.5 Employees undertaking paid work at any time when in receipt of SMP, other than through the KIT days described above, will lose that week's SMP.

8.0 RETURN FROM MATERNITY LEAVE

- 8.1 An employee wishing to return from maternity leave at the end of the period of leave to which they is statutorily entitled, (that is, at the end of statutory leave, on the date which was specified as the end of her leave entitlement in the employer's initial acknowledgement of her notification – see earlier section), is not required by Law to give any further notification of her planned return on this date.

However it would be helpful if the employee could notify the People and Culture Division, in writing, of their intended date of return, giving eight weeks' notice. This will enable the University to give the required notice period to staff employed to cover the maternity leave absence and will also ensure that the People and Culture Division is aware of any period of annual leave to be taken immediately prior to the employee's return to work in order that they are paid correctly from the appropriate date. An employee wishing to discuss her return to work

should contact the People and Culture (hr.supportcentre@uea.ac.uk) in the first instance.

- 8.2 If the employee wishes to return before the end of their notified period of statutory maternity leave, whether or not they are in receipt of SMP and/or OMP, they must give the University at least eight weeks' notice of the date they wish to return. If they attempt to return to work earlier than the end of their ordinary or additional maternity leave without giving eight weeks' notice, the University may postpone their return until eight weeks' notice has been given (but to no later a date than the end of their statutory maternity leave). Employees wishing to return early are required to notify the People and Culture Division in writing (contact: hr.supportcentre@uea.ac.uk).

As stated above, no employee may return to work within 2 weeks of childbirth.

- 8.3 An employee who returns after maternity leave is entitled to return to the same job on the same terms and conditions as if they had not been absent, unless a redundancy situation has arisen. In the case of an employee returning to work after additional maternity leave, if there is some reason other than redundancy why it is not reasonably practicable to take them back in their original job, they are entitled to be offered suitable alternative work.
- 8.4 There may be changes to working arrangements when an employee returns if their department is subject to a hybrid working pilot.
- 8.5 Under associated statutory regulations – details of which may be obtained from the People and Culture Division – employees who are parents of young children have the right to request flexible working patterns, and employers have a statutory duty to consider their applications seriously; though there is no automatic right to work flexibly. While return to part-time work is not a right, the University will give sympathetic consideration to a request from a fulltime employee who wishes to return to work on a part-time or job-share basis after maternity leave. Any request for variation of their working pattern by employees returning from leave should be submitted at the earliest possible date before actual return, so that it may be fully discussed with the employee's manager/Head of School/Divisional Head.
- 8.6 Where an employee is unable to attend work at the end of her maternity leave because of sickness, the normal contractual arrangements for sickness absence will apply, including the notification and certification conditions laid down in the employee's terms and conditions of employment.
- 8.7 If an employee intends **not** to return to work after her maternity leave, they must give the University the period of notice of resignation of her appointment required under their terms and conditions of employment, or 8 weeks' notice, whichever is the greater.

9.0 PENSION CONTRIBUTIONS DURING MATERNITY LEAVE

- 9.1 For employees on maternity leave who are members of the Universities Superannuation Scheme (USS), the University of East Anglia Staff Superannuation Scheme (UEASSS), NHS Pension Scheme (NHSPS) or the Scottish Widows (UEAGPP), attention is drawn to the following

contribution rate arrangements:

- during any period of full maternity pay an employee will be required to maintain the employee's contributions at the normal rate; the University will also maintain its contributions based on full pay;
- during the half pay period of maternity leave, the employee's own pension contributions will be based on the pay they actually receive (including SMP);
- during any period of unpaid maternity leave the employee will have the option of contributing to the scheme, in which case their contributions will be based on her normal contractual salary;
- in respect of the half pay period, and in respect of any unpaid period (subject to them choosing to continue to pay employee's contributions), the University will continue to pay employer's contributions to the pension scheme on the basis of the employee's normal contractual pay.

9.2 Members of pension schemes should please discuss the detailed arrangements in respect of their pension contributions during maternity leave with the Pensions Team in the Finance Division (pensions@uea.ac.uk) as soon as possible before they begin their maternity leave.

10.0 TIME OFF FOR ANTE-NATAL CARE

10.1 All pregnant employees, regardless of their length of service, are entitled to time off to keep appointments for ante-natal care made on the advice of a registered medical practitioner, registered midwife or registered health visitor.

10.2 Time off for these purposes will be paid at the employee's normal rate of pay. Requests detailing the time(s) at which the employee wishes to be absent from work for such an appointment should be made to their manager/Head of School/Divisional Head.

- 10.3 Except in the case of her first appointment, the employee will be required to show:
- a certificate from a registered medical practitioner, registered midwife or registered health visitor, confirming that the employee is pregnant; and
 - an appointment card or some other document showing that an appointment has been made.

These rights apply regardless of the employee's length of service.

11.0 ACCRUAL OF ANNUAL LEAVE DURING MATERNITY LEAVE

11.1 Annual leave continues to accrue during both the OML and AML periods of maternity leave, at a rate proportional to your usual annual leave entitlement.

11.2 You are encouraged to take your remaining annual leave entitlement prior to your period of maternity leave. Should circumstances be such that it is not possible to take your remaining annual leave before maternity leave commences, then it will be possible to carry forward any remaining leave to be taken immediately prior to your return to work. If your maternity leave spans a complete leave year, annual leave accrued during that year should be taken immediately prior to your return to work. All annual leave arrangements must be authorised by your line

manager before maternity leave commences.

11.3 As your maternity leave could spread across a complete leave year or two leave years, you should bear this in mind when planning your maternity leave and return to work thereafter, in particular if you plan to take the full 52 weeks of maternity leave.

11.4

12.0 ACCRUAL OF STATUTORY AND CUSTOMARY LEAVE DURING MATERNITY LEAVE

12.1 Entitlement to statutory and customary leave will also accrue during maternity leave (pro-rata for part-time staff in accordance with normal leave guidelines).

12.2 Time accrued for statutory and customary days cannot be taken in advance of maternity leave. You will be required to take all days accrued in relation to statutory and customary leave immediately prior to a return to the workplace following maternity leave.

13.0 MISCELLANEOUS

13.1 Further guidance is available on the gov.uk website <https://www.gov.uk/maternity-pay-leave/overview> which among other features includes a facility which, on entering the date of the baby's expected birth, automatically shows key dates and pay entitlements.

13.2 The University has agreed arrangements for unpaid **Parental Leave**, which is available to mothers and fathers (who have at least one year's continuous service) to take time off work to look after a child, including an adopted child, or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments. Details of the scheme are available from the People and Culture Division web pages.

13.3 A new father, or the partner or spouse of a new mother, who wishes to take time off work to care for a newly born child or support the mother, is entitled to up to 2 weeks' **Paternity Leave and Pay** if they have been continuously employed for at least 26 weeks before the qualifying week. Details of the scheme, together with the appropriate forms, are available from the People and Culture Division web pages.

13.4 **Shared Parental Leave and Pay** gives eligible employees the right to share the remaining period of statutory leave, if the child's mother returns to work without exercising her full entitlement to maternity leave. Details of the scheme, together with the appropriate forms, are available from the People and Culture Division web pages.

13.5 **Adoption Leave and Pay** are provided under the Employment Act 2002. Details of the scheme are available from the People and Culture Division web pages.

13.6 Under the Employment Act 2002 an employee has the right to request **Flexible Working**. The University will give full consideration to such requests. Details of the scheme, together with the appropriate forms, are available from the People and Culture Division web pages.

13.7 The University Day Nursery is a multi-cultural nursery caring for children from six weeks to school

age. If requests for admission exceed the number of places available a waiting list is formed and bookings will be accepted in order of priority. Employees considering seeking a place at the UEA Nursery are advised to contact the Nursery Manager (Contract details can be provided if you email hr.supportcentre@uea.ac.uk) as early as possible in order to discuss their likely requirements.

14.0 HEALTH AND SAFETY

- 14.1 Like any employer, the University has a duty to protect the health and safety at work of all employees and others, including new and expectant mothers, and to assess risks to their health and safety.
- 14.2 New and expectant mothers may be particularly at risk from different physical, biological and chemical agents, processes and working conditions. These risks will vary depending on the employee's state of health, and at different stages of pregnancy.

A list of some of the risks which may exist and of which employees should be aware is appended to these guidelines.

There are certain Health & Safety Guidelines applicable to pregnant women and new mothers and the documentation provided to you contains information which you may find helpful. The Risk Assessment should be discussed and completed with your line manager within two weeks of receiving the documentation when you meet with HR. A signed copy should be sent to the HR Office and a copy retained within the department for future reference. As the pregnancy progresses, and after giving birth, the Risk Assessment may need to be reviewed.

- 14.3 Whilst these guidelines are specifically concerned with maternity leave and pay, it is important to note that the term 'new and expectant mothers' (whose health and safety is referred to in this section) includes those who are pregnant, those who have given birth within the last six months, and those who are breastfeeding. It is important that employees in any of these categories take steps to ensure that they and the University can assess any risks they may face at work and take reasonably practicable steps to remove hazards or prevent exposure to risks.
- 14.4 When an employee has formally notified the People and Culture Division that they are pregnant, the Division will discuss with the employee the completion of risk assessment specific to the employee's working environment/conditions. All reasonably practicable measures will be taken to prevent exposure to risks through the removal of hazards or implementation of controls.
- 14.5 If the employee believes there to be a risk to her health or safety, or to that of their baby, which the University has not considered in the risk assessment, they should bring this to the attention of her line manager, or the People and Culture Division, who may make a referral to the Occupational Health Adviser.
- 14.6 If, despite taking all reasonably practicable measures, there is still a risk which could jeopardise the health or safety of a new or expectant mother or their baby, the University will follow a sequence of steps to remove the employee from the risk. The ultimate action to avoid risk is to suspend them from work (on full pay) on maternity grounds; but before such action the University

must offer suitable alternative work if any is available.

14.7 Employees may find it helpful to read the Health and Safety Executive leaflet *A guide for new and expectant mothers who work* (available from HSE website), which gives advice on health and safety matters including returning to work whilst breastfeeding.

14.8 Guidance on breast feeding, baby changing and rest facilities at UEA can be found on MyUEA <https://www.uea.ac.uk/about/equality-diversity-and-inclusion/family-friendly-policies/baby-change-and-feeding-room>

Access to the room is for key-holders only. Please contact the [Equality Office](#) to obtain a key. Additional Baby Changing Facilities can be found in Blend Coffee Shop.

15.0 Additional information for employees in research grant funded posts

Some funding bodies are prepared to suspend or extend grants to allow for maternity, adoption and paternity leave. The Principal Investigator should check the terms and conditions of the relevant funding bodies. Further advice may be sought from the Research Office.

The UK Research and Innovation (UKRI) replaced the Research Council and their website has information on Maternity, Paternity and Adoption Leave and Pay <https://www.ukri.org/> UKRI is a new organisation which replaces the Research Councils and UKRI is still in the process of updating the conditions to reflect this. Where there is a reference to Research Council this should be read as a reference to UKRI.

Appendix A - HEALTH & SAFETY GUIDANCE RELATING TO PREGNANCY

The following list of factors is taken from guidance published by the Health and Safety Executive and the DTI Maternity Benefits Guidelines. Pregnant women or new mothers should note these risks.

- Lifting/carrying heavy loads;
- Standing or sitting for long lengths of time including awkward working positions, badly set out workstations and posture;
- Working at heights;
- Exposure to infectious diseases;
- Exposure to lead and exposure to radioactive material;
- Ionising radiation;
- Extremes of heat and cold;
- Excess physical or mental demand from any cause;
- Biological agents, e.g. infective micro-organisms;
- Chemical agents, e.g. substances which have been identified in the COSHH assessment as being carcinogenic, teratogenic or mutagenic. Chemical agents of known and dangerous skin absorption, including some pesticides;
- Mercury and mercury derivatives;
- Antimitotic (cytotoxic) drugs;
- Carbon monoxide;
- Jolting, uncomfortable body vibration, blows to the abdomen;
- Excessively noisy workplaces;
- Work-related stress;
- Threat of violence in the workplace;
- Long working hours;
- Other people's smoke in the workplace;
- Specific regulations governing night workers

