



IRONSTONE ACADEMY TRUST

# **Maternity Support Leave Policy**

## **for school based staff**

**January 2019**

**Adopted By : IAT**

**Date : July 2016**

Review Date	Type of Review	Comments
<b>11.03.2013</b>	<b>HR</b>	<b>Review of Policy</b>
<b>01.01.19</b>		<b>Review and Updated</b>

## **Maternity Support Leave**

### **1. Policy Statement**

Employees nominated as the provider of support to an expectant Mother may apply for 5 days paid leave at or around the time of birth. A nominated carer is the person nominated by the expectant mother as her **only** provider of support at or around the time of birth. An employee can take either Maternity Support Leave or Paternity Leave but not both.

### **2. Scope**

Teaching Staff  
Support Staff

### **3. Aim**

To assist employees in providing support to the mother in the first few weeks after the birth.

### **4. Policy**

This entitlement may be appropriate for the child's father, the mother's partner, a relative or someone who has a caring relationship with the mother and/or the child **if they are not eligible for paternity leave**. The leave is intended to assist employees in addressing problems or commitments outside work, which are likely to have a bearing on their well-being and ability to perform their duties at work.

The five days paid leave must be taken as a block (not odd days).

### **5. Procedure**

- (a) Employees should make a request for Maternity Support Leave to their Head Teacher by completing the Maternity Support Request Form (Form HR/SCH/EP5E) by the end of the fifteenth week before the baby is expected (unless this is not reasonably practicable). The above form is available on the Schools HR tile.

Attached to the completed form should be evidence of the pregnancy, such as a copy of the expectant mothers MATB1 or a letter confirming pregnancy from the expectant mother.

- (b) The Head Teacher then forwards the completed Form HR/SCH/EP5E and evidence of pregnancy to Employee Services.