

**THE SCOTTISH AMBULANCE**  
**SERVICE**



**MATERNITY HANDBOOK**

This handbook should be read in conjunction with the A4C NHS Terms and Conditions Handbook, Part 3, Section 15 – Maternity Leave and Pay. This is attached as an appendix to this handbook for your information.

Congratulations on your pregnancy! We understand that you will have many questions regarding your entitlement to maternity leave and pay. Most of these will be covered in the A4C Handbook. However, this handbook has been designed to answer specific questions and concerns you may have in relation to the Service's maternity policy and procedure.

If you have any further questions or concerns please do not hesitate to contact the Personnel Department at NHQ on 0131 446 7050.

### **PRIOR TO MATERNITY LEAVE**

#### **When do I need to tell my manager that I'm pregnant?**

You should advise your manager as soon as you are comfortable doing so.

Your manager will then arrange a meeting in order to discuss all options and implications of maternity leave arrangements.

An Application for Maternity Leave/Pay should be submitted to your manager no later than the end of the 15<sup>th</sup> week before your Expected Week of Childbirth (EWC).

#### **What will my manager discuss with me?**

- The Health & Safety implications for you and your unborn child. Your manager **must** carry out a risk assessment and take any appropriate measures resulting from this.
- Whether you wish to return to work. It should be noted that although you are not required to confirm, at this stage, whether you are returning to work you should be aware of the maternity pay implications, as per 15.41 of the NHS Terms & Conditions Handbook.
- The Service's policy/guidance on flexible working should be referred to where flexible working arrangements are sought. It is important that these matters are discussed as soon as possible as the outcome may influence your final decision. Advice may be sought, if necessary, from the Personnel Department.
- Whether you would like to organise up to 10 paid days of work during your maternity leave. Both yourself and your manager must be happy to undertake this and where you both agree, discussion regarding when and what work will be undertaken should also be agreed.
- You should discuss and agree with your manager any voluntary arrangements for keeping in contact while you are on maternity leave. This may include providing information and support when required and a link to the workplace e.g. Bulletins, Response Magazine, training days.

- When any outstanding annual leave will be taken. Refer to section 15.50 of the NHS Terms and Conditions Handbook for further guidance.

### **Do I have to complete any paperwork?**

Yes. Once you feel that you have been given all the relevant information from your manager you should complete an Application for Maternity Leave/Pay (attached at Appendix A) and submit this to your manager for authorisation.

### **What happens to this paperwork once I've completed it?**

Your manager will forward this to the Personnel Department at National Headquarters. A change form, actioning maternity leave, will also be completed at the beginning of the employees last week of work and forwarded to the Personnel Department.

When the maternity application has been received, the Personnel Department will confirm with you, in writing, within 28 days, the details of your Maternity leave and pay entitlement, as per section 15.9 of the NHS Terms & Conditions handbook. All correspondence will be copied to your Manager and the Payroll Department.

The Personnel Department will process your Application Form and Change Form and submit this, along with the original copy of your MATB1 to the Payroll Department (including staff who do not qualify for Statutory Maternity Pay).

On receiving these forms the Payroll Department will process accordingly and issue Form SMP1 to those staff who do not qualify for Statutory Maternity Pay.

### **My midwife gave me a MAT B1 form. Do I need to give this to my manager?**

Yes. You must give your manager your original MAT B1. This will be forwarded to the Personnel Department, along with your application for Maternity Leave/Pay.

### **I don't know whether or not I want to return to work. Do I need to decide before I go on maternity leave?**

You are entitled to postpone your decision regarding returning to work until the end of your maternity leave. You should confirm on your application for Maternity Leave/Pay that you are undecided on whether or not to return to work.

### **I definitely don't want to return to work after I've had my baby. What do I need to do?**

Advise your manager of this and complete your application for Maternity Leave/Pay accordingly. You will be asked to sign a termination form to end your employment after your maternity leave comes to an end.

### **I want to come back to work. However, I'd prefer not to return on a full time basis. What are my options?**

You are entitled to request a flexible working arrangement. This should be discussed with your manager in your meeting with them. You can also contact the Personnel Department or your Divisional Personnel Manager for information and advice regarding flexible working.

**How do I arrange to come into work for KIT (Keeping In Touch) days (as per the A4C handbook)?**

You should discuss and agree this with your manager.

**I want to take my outstanding annual leave at the end of my maternity leave, prior to returning to work. Is this possible?**

Yes. Please agree this with your manager and indicate how many weeks annual leave you will take on your application for Maternity Leave/Pay.

**My uniform no longer fits me. What can I wear?**

Where we are unable to provide a suitable uniform (for staff who would normally be provided with such) an allowance of up to £100, for suitable clothing, is available. This can be requested through your manager. All expenses claimed must be supported by and will only be reimbursed on production of receipts/vouchers.

**I'm in the pension scheme. What happens to my pension contributions while I'm on maternity leave?**

Contributions will continue to be deducted during your period of paid maternity leave. The contribution will be calculated as a percentage of the amount received during paid leave. We will continue to pay our full contribution.

Two options are available, which should be considered before undertaking maternity leave:

1. Pay the contributions lost during unpaid leave. This may be by either a lump sum or instalments over an agreed period (preferably not longer than 2 years).

By undertaking this option you will not lose the entitlement to receive a pension based on completed service, including any maternity periods. **OR**

2. You may 'opt' out of the scheme while on maternity leave. No additional contributions are made and there will be a break in superannuable service. Superannuable breaks cannot exceed 12 months. On returning to work you may rejoin the scheme.

This option results in you receiving a pension based on completed service **less** the period of unpaid contributions.

For Payroll purposes if you wish to "opt out" of the scheme during any unpaid leave periods this should be indicated on the Change Form, actioning the commencement of maternity leave.

Please note that if “opting out” you should remember to “opt in” again when completing the Change Form advising that you have returned to work following maternity leave.

If you decide not to return to work you should contact the Scottish Public Pensions Agency for further information on pension options.

### **DURING MATERNITY LEAVE**

#### **Will my manager keep in touch with me during my maternity leave?**

Your manager should maintain reasonable contact with you. This may also include updates regarding paid keeping in touch days, if this has been agreed.

#### **How will I know when my paid and unpaid periods of maternity leave are coming to an end?**

The Personnel Department will write to you 6 weeks before the end of your paid period of leave and again 6 weeks before the end of your unpaid maternity leave, reminding you of the dates these maternity leave periods end.

Unless advised otherwise, we will assume that you wish to return to work after 52 weeks of maternity leave.

#### **I want to return to work after my paid period of maternity leave comes to an end. What do I need to do?**

You must give the Personnel Department at least 28 days notice in writing of the date you wish to return. This applies even if you have indicated an intended return date in your original application for maternity leave.

#### **I don't want to miss out on the opportunity to apply for any jobs that are advertised while I'm on maternity leave. How can I access these?**

You can request for job vacancies to be forwarded to you via a home email address, which should be noted on the Application for Maternity Leave/Pay form (Appendix A). If you do not have access to email you should contact the Personnel department to discuss alternative arrangements. If at any time you wish to be removed or added to this job vacancies list then you should write to the Personnel department at NHQ.

#### **I have a Service leased car. Can I still use this throughout my maternity leave?**

You may retain the use of The Scottish Ambulance Service leased car scheme for the period of your maternity leave. Arrangements must be made with your Manager prior to going on maternity leave.

#### **Do I accrue public holidays while on maternity leave?**

Yes.

### **RETURNING TO WORK**

#### **I'm due to come back to work, what do I need to do?**

The Personnel Department will advise your manager of your return to work date. Your manager should arrange a meeting with you, prior to your return, to discuss any issues or concerns you may have, including any Health and Safety issues.

Once you have returned to work your manager will complete a change form, which you will sign, indicating that you have returned to work. This will have to be completed prior to you returning to work if you are taking a period of annual leave before you return.

**I originally indicated that I was unsure of whether I wanted to return to work. I've decided that I don't want to come back to work. What do I need to do?**

You must notify the Personnel Department, giving the appropriate amount of notice as per your terms and conditions. The Personnel Department will then inform your manager who will arrange for completion of a termination form.

**I originally indicated that I wished to return to work. I've now changed my mind and intend to resign. Are there any implications?**

You should notify the Personnel Department immediately if you decide not to return to work, **contrary** to any agreement made previously. As soon as possible after such a situation becomes apparent, the Personnel Department will notify your Manager. They will then submit a termination form for processing and the Personnel Department will advise you that investigations are currently underway as to the circumstances involved in your decision.

Having access to all relevant information, the Director of Human Resources will make a considered decision as to whether maternity payments should be reclaimed or waived. Each case will be judged on its merits and in full consideration of all circumstances.

**I've decided that I want to return to work on a reduced hours basis. Is there a formal procedure for requesting this?**

You can approach your manager regarding flexible working informally in the first instance. It may be that your request can be easily accommodated and your manager will agree to this. Organisations must seriously consider requests for flexible working and these can be made in writing on a formal basis. Please contact the Personnel Department who can provide you with information and an application form to request flexible working. We can also answer any queries you may have regarding this.

**Does the Service offer childcare vouchers?**

Yes. We have introduced a scheme run by Kiddivouchers Ltd. This is a salary sacrifice scheme which can save you up to £1,196 per annum in tax and National Insurance. The childcare provider that you use must be registered with The Care Commission for Scotland. Registration can be done by telephoning 0800 612 9015 or online at [www.kiddivouchers.com](http://www.kiddivouchers.com) quoting reference number S590579B. Further details, together with a link to the Kiddivouchers website, can be found on SAMSON.

## APPENDIX A

### MATERNITY PAY PROVISIONS

#### Statutory & Occupational Maternity Pay Provisions – Returning To Work

More Than 12 Months Continuous Service At The Beginning Of The 11 <sup>th</sup> Week Before EWC.	Staff will be entitled to Occupational and Statutory Maternity Pay.
Continuously Employed by the Scottish Ambulance Service for at least 26 weeks into the 15 <sup>th</sup> week before the week the baby is due.	Staff will be entitled to Statutory Maternity Pay.
Continuously Employed by the Scottish Ambulance Service for Less Than 26 Weeks into the 15 <sup>th</sup> week before the week the baby is due.	Staff are not entitled to Statutory Maternity Pay.

#### Statutory & Occupational Maternity Pay Provisions – Undecided About Returning To Work

Staff will be paid any SMP that they are entitled to during maternity leave. If the employee chooses to return to work for the Service or another NHS employer for a minimum period of 3 months, they will then be paid a lump sum consisting of the outstanding occupational maternity pay they are entitled to.

If an employee chooses not to return to work they will have already received their maternity pay entitlement, however, they will be paid any outstanding leave with their final salary.

#### Statutory & Occupational Maternity Pay Provisions – Not Returning

Employees will be paid any SMP that they are entitled to during maternity leave and may also be entitled to Maternity Allowance from the Benefits Agency.

The Payroll Department will send a SMP1 form to the employee stating the reason why they are not eligible for SMP, this should be taken immediately to their local Benefits Agency Office.

#### Statutory & Occupational Maternity Pay Provisions

<b>Staff eligible for Statutory Maternity Pay provisions:</b>	
6 weeks	90% of average weekly earnings with no upper limit
33 weeks	Standard rate or a rate equal to 90% of average weekly earnings, whichever rate is lower.
Total 39 weeks	

<b>Staff eligible for Statutory and Occupational Maternity Pay provisions:</b>	
8 weeks	Full Pay (less any SMP or MA receivable)
18 weeks	Half pay plus SMP or MA receivable
13 weeks	Standard rate or a rate equal to 90% of average weekly earnings, whichever rate is lower.
Total 39 weeks	

SMP is regarded as "earnings", therefore PAYE Income Tax and National Insurance Contributions (NIC) and superannuation (if applicable) will be deducted. Employees are only entitled to SMP if their earnings are at or above the Lower Earnings Limit for National Insurance Contributions (NI).

The standard rate of SMP is set by the Government and is adjusted annually.

**APPENDIX B**

**THE SCOTTISH AMBULANCE SERVICE**

**APPLICATION FOR MATERNITY LEAVE/PAY**

Please read the Maternity Handbook and discuss the subject with your Line Manager/Personnel Department, before completing this application form.

Once completed, please sign and return to your Line Manager/Personnel Department along with your MATB1 Form, if available.

Please submit this Application no later than the end of the 15<sup>th</sup> week before your Expected Week of Childbirth (EWC), or if this is not possible then as soon as is reasonably practicable.

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**SECTION A: To be completed by the Employee**

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Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

\_\_\_\_\_

Place of Work: \_\_\_\_\_

Date of Commencement with The Service: \_\_\_\_\_

Date of Continuous Service (date commenced in NHS): \_\_\_\_\_

Expected Date of Childbirth: \_\_\_\_\_

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**SECTION B: COMPLETE OPTION 1, 2 or 3 (\*Delete as appropriate)**

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**OPTION 1: Staff Not Wishing to Return to Work**

I have read the Maternity Handbook and hereby make application of maternity leave and confirm that I do not intend to return to work following my confinement.

My last working day of employment will be: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OPTION 2: Staff Undecided Whether or Not to Return to Work**

I have read the Maternity Handbook and hereby make application for maternity leave commencing on \_\_\_\_\_.

I am presently undecided as to whether or not I will return to my employment with The Scottish Ambulance Service or any other NHS employing Authority. However, I wish to reserve my right to return to work.

I understand that, in doing so, I will not receive any Occupational Maternity Pay, which may be due to me until such time as I do return to work and have completed the necessary 3 months service. I will at that time receive in full any outstanding maternity benefits to which I am entitled.

I **would/would not** (please delete as appropriate) like to receive notification of job vacancies within the Service whilst I am on maternity leave. My home email address to send job vacancies to is (if you do not have access to home email and would like to receive job vacancies please contact the Personnel department for further options):

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OPTION 3: Staff Returning to Work**

I have read the Maternity Handbook and hereby make application for maternity leave commencing on \_\_\_\_\_.

I confirm that I shall return to the employment of The Scottish Ambulance Service or another NHS Employing Authority for a minimum period of 3 months after the expiry of my maternity leave. Should I fail to do so, I am liable to repay the maternity pay received, less any SMP to which I am entitled. I agree to give at least 28 days' notice of my intention to return to work, should I wish to return prior to the end of my maternity leave entitlement.

You may wish to indicate in this section how long you expect to be off on maternity leave and whether or not you wish to take Additional Maternity Leave.

I shall be absent from work on maternity leave for up to a maximum of \_\_\_\_\_ weeks.

Date of Expected Return from maternity leave: \_\_\_\_\_

As discussed and agreed with my manager I will take \_\_\_\_\_ weeks annual leave following the end of my formal maternity leave period.

I **would/would not** (please delete as appropriate) like to receive notification of job vacancies within the Service whilst I am on maternity leave. My home email address to send job vacancies to is (if you do not have access to home email and would like to receive job vacancies please contact the Personnel department for further options):

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**SECTION C: To be completed by the Line Manager/Head of Department**

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I have discussed this application with the applicant and the relevant sections of the applicant's declaration have been completed.

I have seen or will see, as soon as possible, the Certificate of Childbirth (Form MATB1) and confirm the expected date as above.

Head of Department's Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_