



# Maternity leave policy

Having a baby is a new chapter in your life and we want to support you as much as we can.

There are certain legal obligations we both have to meet when you are pregnant and at work or on maternity leave, which we have outlined in the policy. This policy applies to all colleagues and aims to clearly outline these obligations along with your entitlements, to help you consider your options and make those important decisions about your pregnancy and maternity leave.

\*Please be aware any reference to partner includes same-sex partners and civil partners

## Being pregnant at work

You should let your manager know about your pregnancy as soon as you feel comfortable, so they can offer any support you might need. Please also email your divisional HR Services contact so they can keep a record of your dates and send you a letter to confirm your benefits. Officially, we need to know about your pregnancy by your Qualifying Week (QW) at the latest. This is 15 weeks before your due date.

You are entitled to paid time off for Doctor or Midwife appointments, scans and ante-natal care classes (sometimes called parentcraft classes).

Please give your manager as much notice as you can and wherever possible try to fit them in around your normal working day. Remember that your partner is now also entitled to time off to attend up to two ante-natal appointments with you during your pregnancy. If your partner works at ITV this time off will be paid, but if they work elsewhere the time off may be unpaid, it will depend on the policy of their employer.

Your manager will complete a risk assessment of your role with you to make sure your working environment is safe for you during your pregnancy. Regular reviews of the risk assessment will take place throughout your pregnancy to make sure it is up to date and relevant. If any potential risks are noted, we will ensure they are dealt with.

After your second scan (around 20 weeks into your pregnancy) you should ask your Doctor or Midwife for a MATB1 certificate. This will confirm the date your baby is due to be born and we need it to arrange your maternity pay. Please send a scanned copy or the original to your divisional HR Services contact as soon as possible, but before your QW, stating the date you would like your maternity leave to start.

You should give us at least 28 days' notice of the date your maternity leave will start in order to receive maternity pay. You are encouraged to take any outstanding annual leave for the current leave year before you start your maternity leave. Please agree this with your manager in the usual way.

## Starting maternity leave and maternity pay

Everyone is entitled to take up to 52 weeks' maternity leave regardless of how long you have worked for us. This is made up of Ordinary (the first 26 weeks) and Additional leave (the remaining 26 weeks).

The earliest you can choose to start your maternity leave is 11 weeks before your due date. The latest you can start your maternity leave is your actual due date and it's a legal requirement to take at least two weeks' maternity leave after the birth of your baby.

We hope you will have a healthy pregnancy, but if you are off sick with a pregnancy related condition in the four-week period before your baby's due date, we may automatically start your maternity leave and pay. We will of course discuss this with you first. If you would like to consider an informal change to your working arrangement in the later stages of your pregnancy, please speak to your line manager and HR contact.

If your baby arrives early then please let us know as soon as you can. In this case your maternity leave and pay would automatically start from the day after your baby is born.

The amount of maternity pay you receive depends on how long you have worked with us at your Qualifying Week. All payments are subject to tax and national insurance deductions and are paid monthly through the payroll on your normal pay day:

## **Less than 26 weeks' service**

- Unfortunately, you are not entitled to ITV maternity pay, but you may be eligible for Maternity Allowance, which is paid to you direct from the Benefits Agency.
- Please contact HR Services for further information.

## **Between 26 and 52 weeks' service**

- Six weeks at higher Statutory Maternity Pay (SMP), which is either 90% of your average earnings in the eight-week period leading up to your QW or full salary if higher.
- 33 weeks at SMP in accordance with the statutory rates in force from time to time, details of which can be obtained from HR Services (or same rate paid in the first six weeks if this is lower).

## **More than 52 weeks' service**

- Six weeks at higher SMP or full salary if higher.
- 12 weeks' full pay.
- 21 weeks at SMP in accordance with the statutory rates in force from time to time, details of which can be obtained from HR Services (or same rate paid in the first six weeks if this is lower).

## **During maternity leave**

Your terms and conditions will continue whilst you are on maternity leave and you will still receive all contractual benefits, except for your usual salary. Any bonus payment will be reduced on a pro-rata basis to reflect the duration of your maternity leave (other than the two week compulsory maternity leave period):

- Annual leave will accrue throughout your maternity leave as if you were still at work. Please agree how and when this will be taken with your manager (you may consider using some leave before your return to work). You are also entitled to receive an additional day's leave in lieu for any statutory bank holidays, which fall when you are on maternity leave.
- If you are in the Pension or Sharesave scheme, your membership will continue. Please contact your divisional HR Services team to discuss how your contributions may be affected by your change in pay.
- If you are in the Relish scheme, please refer to Relish online at <http://www.itvrelish.com/> to see how your benefits may be affected by your change in pay.
- Remember you can still apply for internal job vacancies. If you are interested in other positions whilst you are on maternity leave, please check the jobs page on the ITV Intranet and apply as usual. If you don't have internet access at home, then please contact the Resourcing team if you are interested in applying for other roles.
- In serious personal circumstances where you may require more time off, please talk to your line manager and HR contact.

## **Keeping in touch**

Keeping in touch with your manager and your colleagues whilst you are on maternity leave can help make your return to work easier. Your manager will be keen to hear how you are getting on and will want to keep you updated on important things at work.

You will receive any standard ITV letters to your home address in the usual way but you should feel able to contact work at any time if you have any queries on anything. It might be useful to discuss what contact you will have with your manager before your maternity leave starts, so you both know what to expect.

You can use 'Keeping in Touch' days on maternity leave to come into work for a variety of reasons i.e. to attend a training course, attend a meeting or just to help you settle back into work. You will be paid your usual daily rate of pay, on top of any maternity pay you are already receiving and you may apply for up to 10 keeping in touch days in total.

You are under no obligation to use keeping in touch days but if you are interested in using some days, it is up to you and your manager to agree how and when they could be used. If you need any further guidance, please contact your divisional HR Services team.

Please let us know if any of your personal details change whilst on maternity leave so we can keep in contact with you.

## ***Returning to work***

We will assume you will take the full 52 weeks' leave unless you tell us otherwise. The date you are due to return to work will be exactly one year after your maternity leave started and this will be confirmed to you in writing. If you would like to come back sooner that's fine, you just need to give us at least eight weeks' notice in writing, so we can make arrangements for your return. If you confirm a date and then change your mind, you should give us at least eight weeks' notice of the new date.

You have the right to return to the same job on the same terms and conditions, as if you had not been on maternity leave. However, if you are on maternity leave for 26 weeks or more and if there is a reason why it is not reasonably practicable for you to return to the same role, you will be offered a comparable job on terms and conditions which are no less favourable than your original role.

If you decide to return to work early, you may be able to share any remaining maternity leave with your partner as Shared Parental Leave. It gives colleagues with caring responsibilities, the opportunity to share up to 50 weeks' leave within the first year following the birth or adoption, with your partner, so giving you more choice and flexibility over how you manage your childcare during this time. For further information, please see the Shared Parental Leave policy or contact your divisional HR Services team.

We understand your circumstances may change after you have had a baby and you may wish to consider flexible working. Please refer to the Flexible Working policy and if you decide to apply, please give your manager as much notice as possible so they have plenty of time to consider your request before you are due back to work. Consideration may also be given to a more temporary or short term phased return to work – please see the Flexible Working Policy for more information on an informal arrangement.

Returning to work after maternity leave is classed as a life event under the Relish scheme. Following the introduction of the government's new Tax-Free Childcare scheme, the Relish childcare voucher benefit is closed to new entrants. To find out about the different ways the government could help with your childcare costs visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator).

If you have any questions about this policy, please contact your divisional HR Services team.

If you require any reasonable adjustments or have any accessibility needs to support you through this process, please talk to your line manager/HR contact.

***Best of luck with your new arrival!***