

# OUR MATERNITY POLICY

## WHO is this policy for?

- All Channel 4 employees
- Freelancers and additional workers can take statutory maternity leave, but Channel 4's enhanced maternity pay provisions don't apply
- This policy does not form part of any employee's contract of employment and we may amend it at any time

## WHY is this policy important?

### Because we want to support you every step of the way

If you're pregnant, the less you have to worry about the better. That's why we go the extra mile to help, advise and support you in the lead up to, and after, the big day.

And to help make things a little bit easier, we'll give you a bit more than the minimum Statutory Maternity Pay.

## WHAT are the details of the policy?

### A few acronyms we'll use in this policy

- OML – Ordinary Maternity Leave
- AML – Additional Maternity Leave
- EWC – Expected Week of Childbirth (aka 'Qualifying Week')
- SMP – Statutory Maternity Pay
- MATB1 – Maternity Certificate

### How much maternity leave and pay you're entitled to

- The maximum maternity leave is 52 weeks – that's regardless of your working hours or length of service. This is made up of:
  - OML for 26 weeks
  - AML for 26 weeks
- You can take less than 52 weeks' maternity leave if you want, but you have to take at least two weeks' leave following your baby's birth
- When you go on maternity leave:
  - We'll give you at least one month's full pay
  - We'll also give you an extra three months' pay – if you've been with us for 12 months or more before the 15<sup>th</sup> week before EWC

Length of service at the beginning of the 15 <sup>th</sup> week of EWC	Channel 4 entitlement
Less than 26 weeks' continuous service	4 weeks of full pay

	You may be entitled to maternity allowance paid by Jobcentre Plus. Please contact them directly to make enquiries.
26 weeks' to 12 months' continuous service	4 weeks of full pay (inclusive of SMP) 35 weeks of SMP 13 weeks unpaid
12 to 24 months' continuous service	16 weeks of full pay (inclusive of SMP) 23 weeks of SMP 13 weeks unpaid
More than 24 months' continuous service	16 weeks of full pay and 16 weeks of half pay (both inclusive of SMP) 7 weeks of SMP 13 weeks unpaid

### **We'll help pregnant employees work safely**

- We'll do everything we can to make sure your work environment's safe
- If you have a genuine concern about the risks arising from your normal duties, we'll make reasonable adjustments to protect you. Please complete a [Risk Assessment Form](#), get your manager to sign it, then send it to HR. The latter will check it and, if there are any concerns, forward it to Occupational Health. One of their specialists will then arrange a meeting with you

### **About antenatal care**

- You'll be allowed reasonable paid time off to attend antenatal care appointments – including medical examinations, relaxation classes and parent-craft classes
- Wherever possible, please arrange these around the demands of your department
- You may need to provide your manager with an appointment card endorsed by a health professional

### **Sickness during pregnancy**

- If you're absent from work because of a pregnancy related illness – for any period during the four weeks before the start of your EWC – we reserve the right to start your statutory maternity leave automatically. Naturally, this depends on the situation and medical advice
- In the unfortunate case that your pregnancy ends in a stillbirth or miscarriage:
  - Before the 24<sup>th</sup> week of pregnancy – SMP will not be payable and your incapacity to work is treated as sickness
  - After the 24<sup>th</sup> week of pregnancy – SMP is payable and your absence is treated as maternity leave
  - Our Employee Assistance Programme service provides confidential counselling, advice and support 24 hours a day and can be reached on 0800 282 193

### **Your holiday entitlement**

- You'll continue to accrue holiday during maternity leave at 25 days/185 hours per holiday year (1 April to 31 March) or pro-rated if you're part-time. Please see our [Holiday Policy](#)
- Bank Holidays will accrue during your maternity leave and can be taken at the end of your leave period
- Any pro-rated entitlement outstanding can be taken before you start your maternity leave. Don't forget, you can only carry over five days from one leave year to the next (1 April – 31 March)
- Holiday accrued during your maternity leave can be taken following the end of your maternity leave and before returning to work. If it's close to the end of the leave year, you may carry over five days. There is no right to carry over more than five days into the next holiday year. If you have more than five days to carry over, please contact HR who'll deal with any queries on a case-by-case basis

### **Your variable pay and benefits**

- So you know exactly where you stand, you'll receive a letter explaining how the following will be affected during your maternity leave:
  - Pension
    - Defined Benefit Scheme
    - Defined Contribution Scheme
  - Variable Pay
  - Other Benefits
    - Bupa
    - Childcare vouchers
    - Car allowance

### **Keeping-in-touch days**

- Two weeks after giving birth, you can come to work (or attend training) for up to 10 days without bringing your maternity leave to an end or losing any SMP. Any work or training should be agreed with your manager. Keeping-in-touch days worked do not extend the period of your maternity leave
- The rate at which these days will be paid depends on the stage of your maternity leave. If you're:
  - Receiving full pay from Channel 4 or SMP – you won't be paid
  - Receiving half pay from Channel 4 – you'll get the difference between your normal daily rate and half pay daily rate
  - Receiving no pay from Channel 4 – you'll be paid your full daily rate
- However, if you work less than a full day you'll be paid for the actual hours worked. On receipt of this, you won't receive SMP or Channel 4 maternity pay for the day worked. All keeping-in-touch days must be agreed with your manager in advance. You must notify us about these by completing a [Keeping-In-Touch Form](#)

### **About returning to work**

- If you'd like to return before the end of your OML or AML period, you must give us at least eight weeks' notice of the date of return. Please let your manager know in writing. If you don't, we may postpone your return to give us eight weeks' notice (provided this is not later than your expected return date)
- If you're planning to return at the end of your AML, you don't need to give us notice as we'll assume you're taking your full entitlement
- If you wish to resign, you'll need to serve your contractual notice period, so you need to take this into consideration if you don't want to return to the office
- If you're returning from your OML, you'll be entitled to return to the same job on the same terms and conditions, unless a redundancy situation has arisen. However, if

you're coming back from your AML, and there's a reason other than redundancy as to why it's not reasonably practicable to give you back your original job, we'll offer you a similar job that has the same or better status and terms and conditions as your previous one

### **Flexible working is available**

- You can ask to change your working pattern at any time (for when you come back to work) – see our [Flexible Working Policy](#). Details about this will be sent with the letter confirming the start of your maternity leave. If you'd like to alter your working pattern on return from maternity leave, you should ensure that you submit your flexible working request in good time prior to the end of your maternity leave

### **HOW** do you now go about things?

- The sooner you tell us you're pregnant the better – so we can prepare for your departure and arrange cover. However, you need to notify us about your pregnancy no later than the end of the 15<sup>th</sup> week before EWC. Please use our [Maternity Leave Notification Form](#)
- If you change the start date of your maternity leave, please give us at least 28 days' notice. HR will write to you to confirm your entitlement, and set out the date you're expected to return to work if you decide to take your full maternity leave entitlement
- For payroll purposes, please give us the original MATB1. This indicates your EWC and will be given to you by your doctor or midwife around the 20<sup>th</sup> week of your pregnancy
- If you give birth before the date you'd notified us, you must let HR know as soon as it's practical to do so after giving birth (your maternity leave will start the day after you've given birth). Please note, you can't start your maternity leave earlier than the 11<sup>th</sup> week before EWC or later than when your baby's born
- If you're planning on swapping leave with your partner as part of the Additional Paternity Leave entitlement, please see our [Paternity Leave Policy](#)

### **WHERE** can you get related information?

- You may find the following policies helpful – our [Parental Leave Policy](#), [Paternity Leave Policy](#), [Emergency & Compassionate Leave Policy](#), [Flexible Working Policy](#) and [Holiday Policy](#)
- You may also need some or all of the these – [Maternity & Adoption Leave FAQs](#), [Maternity Leave Notification Form](#), [Keeping-In-Touch Form](#) and [Risk Assessment Form](#)

**Policy owner:**

**Signed off by:**

**Next review date:**

**On:** / /