



## **MATERNITY LEAVE & PAY HR 31 (a)**

### **POLICY STATEMENT**

All women can take a period of 26 weeks ordinary maternity leave in order to have a baby. For women with at least 26 weeks' continuous service by the 15<sup>th</sup> week before the expected week of childbirth, this leave may be extended with a period of additional maternity leave, up to a maximum of 52 weeks.

Channel 4 has enhanced the minimum statutory maternity pay available. This means that women will get at least one month's full pay during maternity leave, and women with at least 12 months continuous service by the expected week of childbirth are entitled to a further three months full pay, four months in total.

### **SCOPE**

This policy and associated guidelines apply to employees of the Channel. Freelancers are entitled to take maternity leave in order to have a baby, but the Channel 4 maternity pay provisions do not apply.

### **GENERAL PRINCIPLES**

- Channel 4 will take additional steps to ensure that the work environment is healthy and safe for pregnant women or women returning to work after maternity leave. If there is a genuine concern about the risks arising from normal duties, adjustments will be made.
- Women will be allowed reasonable paid time off with pay to attend antenatal care appointments.
- All contractual benefits continue to apply as normal during maternity leave except for salary and pension. However, the Channel will allow women who return to work to make up any lost pension contributions retrospectively.
- Women returning from ordinary maternity leave have the right to return to the same job. Women who return from additional maternity leave are entitled to return to the same job, or, if this is not reasonably practicable, they are entitled to return to a suitable alternative job.
- Women may apply to add a period of parental leave (up to a maximum of 4 weeks in any calendar year) to their maternity leave.



For more guidance on the rules governing maternity leave and pay, [click here](#).

**Other references:** [Parental Leave](#)  
[Paternity Leave](#)  
[Work Life Balance Policy](#)  
[Emergency and Compassionate Leave](#)

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