

# MATERNITY POLICY



*This document is a temporary Policy in place at NHS Dumfries and Galloway based on the National PIN (Partnership Information Network) Policy. This document will be used until such time as our local policy is reviewed and approved with management and staff side colleagues.*

## 1 Pay and Leave

Within NHSScotland the entitlements to leave and pay as laid down in the relevant Terms and Conditions Handbooks exceed statutory minimums by a significant margin. This document aims to implement best practice in the processing of applications, management of pregnant workers and return to work arrangements.

## 2 Processing Applications

When an employee notifies her employer that she is pregnant, she should be issued with an information pack which explains in full her entitlement to pay and leave, together with details of any forms to be completed and timescales to be adhered to.

An employee should be written to upon receipt of her application form, detailing what she must do (if anything) and her entitlements to pay and leave together with dates (where these can be confirmed).

Line managers should keep in contact with the employee throughout the period of her confinement and maternity leave, providing information and support where required and a link to the workplace.

## 3 Management of Pregnant Workers

The Pregnant Workers Directive 1992 introduced measures to encourage improvements in the health and safety at work of pregnant workers and workers who have recently given birth or are breastfeeding.

A risk assessment must be carried out and the result of the assessment communicated to the female workers and their representatives. Where a risk exists provision must be made to protect the worker.

Examples of risk:

- chemical exposure
- physical and biological agents
- industrial processes
- movements and postures

- mental and physical fatigue
- other types of physical and mental stress connected with the work  
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Examples of provisions to reduce risk:

- temporarily adjusting the working conditions or hours
- move the worker to another job
- grant special leave
- transfer to daytime working

Night working is also covered in the directive, which states that provision must be made for workers not to have to work at night where such a provision is necessary from the point of view of their health and safety.

## **4 Return to Work Arrangements**

Employees should be provided with information and support regarding return to work arrangements. These include:

- the right to return to her job under her original contract on no less favourable conditions;
- the right to request a return to work on flexible working arrangements;
- the right to parental leave; and
- provision of support for mothers who wish to breastfeed after they return to work.

## **5 Resolution of Disagreements**

No request for leave under this policy will be unreasonably withheld. Should a disagreement arise, the individual has the right to raise a formal grievance. It may be preferable in such circumstances, however, for the manager to seek advice on resolving the matter from an appropriate member of the HR Team and a Staff Side Representative.