

This Booklet aims to answer your questions if you are an expectant or new mother working at the University. It will provide you with guidance on what you should do and what safeguards are available to you to make sure both you and your unborn child, or baby are safe from harm whilst at the University.



as a result of a change in your work  
activity / environment.

Send a copy of your confirmation letter to Head of College / Department and place a copy on your personal file.

HR record the details on an Excel spreadsheet and complete a payroll sheet, filing it for the month the leave commences.

HR informs Health & Safety Services of any pregnancies.

In the month you leave, input the maternity leave details onto the Agresso system and send a Payroll Instruction Sheet to Payroll.

HR assume you will take 12 months off (paid and unpaid) unless you inform them otherwise. If the date changes HR will inform Payroll.

Payroll calculate all maternity payments.

Provide information on the Childcare Voucher Scheme.

Arrange Keeping in Touch Days.

Please remember though to keep your College / Department informed of any appointments you have made, showing your appointment card if you have one available.

If your specific risk assessment identifies stress as a risk you should discuss it with your College / Department, Health and Safety Services or Human Resources to see what reasonable adjustments can be made to help you. For example, adjusting your working hours so you don't have to travel in the rush hour.

Yes. But the times and frequency of these rest breaks must be agreed with your College / Department.

Upon notification of a pregnancy:

Remind you that your College / Department should complete [New and Expectant Mothers Risk Assessment](#) with you.

Carry out health assessments if required.

Yes, unless there is a specific work risk and your GP or midwife has provided a medical certificate stating you must not work nights. If the University cannot then offer suitable alternative day work on the same terms and conditions you can be suspended on paid leave for as long as is necessary to protect your health and safety and that of your child see *What action will my College / Department take?*

There is no set limit to the amount of time you can take off. You are entitled to take time off with pay to keep antenatal appointments for care made on the advice of your GP, midwife or health visitor.

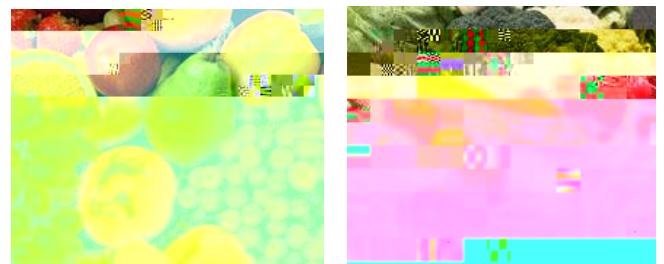
Being signed off sick may not get to the bottom of the cause of your ill health and it could affect your maternity benefits. Before asking to be signed off sick ensure your College / Department has carried out the actions outlined in *What action will*



You may take maternity leave any time after the 11<sup>th</sup> week before the expected week of childbirth. However if your baby is born early, your maternity leave will automatically start the day after your baby is born. In addition, under the Maternity (Compulsory Leave) Regulations 1994, you must take 2 weeks maternity leave following the birth of your child. Further guidance can be found in *Human Resources - Family Support Framework*.

You have the following rights:

Time off w



good and staying fit and well and if it is  
neglected we are more vulnerable to colds, flu,



Change	Possible Effects	Risks / Impact at Work	Solutions
<b>Hormonal Changes</b>	Joints and ligaments loosen and become easy to strain and pull		



