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## Maternity Leave and What You Need to Know..

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## You have an employee that is pregnant; do you know the situation when it comes to maternity leave?

Well here are some helpful facts that will  
make the process a bit easier for you...

- Statutory Maternity leave is split into two sections – Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML)
- OML is for the first 26 weeks and AML is for the subsequent 26 weeks, so in total mum is entitled to take 52 weeks off.
- The first two weeks are considered compulsory leave which mum must take off.
- How do you know if your pregnant employee is entitled to Maternity Leave? There isn't any qualifying length of service, so mum is entitled to take maternity leave whether her time worked with you is 2 months or 2 years
- During the course of maternity leave, mum can take what's called Keeping in Touch (KIT) days. She can take a maximum of 10 days, which are optional and can be used for training, a seminar or simply to keep up to date with what's going on in the workplace. These KIT days are paid at her normal rate of pay.
- Mum's employment rights are protected whilst on Statutory Maternity Leave, including the right to a pay rise, the right to accrue holidays and the right to return to work.
- Usually the earliest mum can start maternity leave is 11 weeks before the expected week of childbirth.



**However leave can also start the day after the birth if the baby is born early and automatically if mum is off work for a pregnancy related reason in the 4 weeks before the week the baby is due.**



## QUESTIONS ABOUT THIS FACTSHEET?

If you have any questions about the information contained in this factsheet, no matter how small or you require template documents, don't hesitate to contact us.