



Policy

People

Maternity Policy

1 April 2024

Maternity Policy

Key Principles

1. At Landsec we support and encourage equality and diversity, this policy sets out our approach to maternity leave.
2. We are committed to supporting you during this exciting chapter ahead and this policy sets out the support you may receive and what you need to do to make the most of our benefits.
3. This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we may need to amend it at any time.

How much maternity leave am I entitled to?

The maximum leave you are entitled to is 52 weeks – this is the same for all employees no matter their working hours or length of service. This is made up of:

- Ordinary maternity leave for 26 weeks (OML) and;
- Additional maternity leave for 26 weeks (AML).

It's your decision how much leave you want to take, you can take less than 52 weeks' maternity leave if you want to, but you have to take at least 2 weeks maternity leave following the baby's birth.

How much maternity pay am I entitled to?

At Landsec we want to make sure you feel supported from the day you join us; accordingly our enhanced maternity pay is available to all Landsec employees from day one of their employment with us. Therefore, all employees are eligible for 26 weeks Company Maternity Pay (CMP) at full basic pay (inclusive of any statutory maternity pay that you may be entitled to).

As long as you meet the government criteria (<https://www.gov.uk/maternity-pay-leave/eligibility>) you will then be eligible for a further 13 weeks of statutory maternity pay (SMP) (the current rate can be found via the gov website at <https://www.gov.uk/maternity-pay-leave/pay>). The first 6 weeks of SMP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year. Please note that, in order to be eligible for SMP, you must earn at least a certain amount per week, give the correct notice that you are pregnant and have worked for the employer continuously for at least 26 weeks continuing into the 'qualifying week' (the 15th week before the EWC – see below).

The final 13 weeks of AML will be unpaid.

What do I need to do?

— Check out Peppy Health here. This is our support for parents, whether it's your first baby or not; Peppy Health provide support before and after your baby is born.

—The sooner that you tell us that you are pregnant, the better. We can then arrange cover and be as well prepared as possible for your maternity leave.

—This is also important as there may be health and safety considerations and we want to make sure your working environment is safe, so please complete the New and Expectant Mothers' Risk Assessment and discuss any concerns you have about doing your normal job with your line manager.

— Before the end of the 15th week before the week that you expect to have your baby (or as soon as reasonably practicable afterwards), please let us know when you would like your maternity leave to begin and the week in which your doctor or midwife expects you to have your baby, which is your Expected Week of Childbirth (EWC). The earliest you can start your maternity leave is 11 weeks before the EWC unless your baby is born prematurely before that date (please see the section on Neonatal Care below). We 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 entitlement. If you decide to change your start date, please give us at least 28 days' notice.

—Please give us a copy of your MATB1. This will be given to you by a Doctor or midwife, usually around the 20th week of pregnancy and is needed for payroll to be able to process your maternity payments.

— If you find yourself needing some time off due to pregnancy related reasons (other than to attend scheduled antenatal appointments, on which see further below) after the start of the fourth week before the EWC, your OML will automatically commence on the day following that absence. Please update us as soon as you can if you are absent from work due to your pregnancy.

—If you have your baby before your maternity leave was due to start, please let us know as soon as possible as your maternity leave will commence automatically from the day after the birth. You will need to tell us what you would like to do with your benefits during your maternity leave and we will send you a form to do this before the start of your maternity leave.

What support is on offer?

Before	Time of for antenatal care	Contact, advice and support from HR and support from our partners Peppy Health.	Contact and support from Line Manager.	Support via the Employee Assistance Programme.
	Health and Safety Risk Assessment			
During Maternity Leave	Up to 52 weeks of maternity leave. Entitlement to 26 weeks' full pay from day one of employment.			
	Retention of benefits during your maternity leave.			
	10 Keeping in Touch (KIT) days.			
After Maternity Leave	Flexibility to decide the date of your return up to the end of 52 weeks.			
	Coaching to help transition back to work.			
	The right to return at 80% of your working hours for 100% of your pay.			

Antenatal Care

All pregnant employees are entitled to reasonable time off during working hours, with full pay, in order to attend antenatal appointments or to receive antenatal care. However, to keep things hassle-free:

-provide your line manager with appropriate evidence of antenatal appointments such as appointment cards or any other proof to help us keep everything in order.

-If you can, try to plan your appointments during times that work well with your schedule – such as early morning or late afternoon. This way, we can make sure your workload is all sorted.

-advise your line manager in advance of the times you need to take off to attend antenatal clinics.

Stillbirth and Neonatal loss

You are entitled to maternity leave in accordance with this policy if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss). You will also be entitled to maternity pay as set out above.

Neonatal Leave

As a day one right we offer neonatal leave for parents whose baby requires neonatal care after birth (being medical or palliative care in hospital). For parents whose baby requires neonatal care for at least seven continuous days within 28 days of birth, we offer up to 12 weeks' neonatal care leave in addition to maternity or partner leave depending on how long your baby spends in hospital. Neonatal leave must be taken in the first 68 weeks of the baby's birth.

We may require you to provide evidence of your baby having require neonatal care and for how long.

Am I entitled to be paid for this leave?

Landsec offer 4 weeks neonatal leave at full pay as a day one right.

What happens when I am on leave and on my return to work?

With the exception of terms relating to pay, your terms and conditions remain in force during OML and AML.

Holiday Entitlement

Before your maternity leave commences, we encourage you to take any accrued holiday for the current holiday year. It's a great way to recharge and make sure you're all set for the wonderful adventure that awaits.

Good news – you'll continue to accrue holiday and bank holidays in line with your employment

contract during your maternity leave.

You have the flexibility to use your accrued holiday either at the beginning or end of your maternity leave, but you cannot use these once you have returned. Unfortunately, we can't offer payment in lieu of these days unless you decide not to return to work.

Whenever you're ready, have a chat with your manager about your holiday plans before starting your maternity leave. It helps us to make sure everything is set up to support you in the best way possible.

Pension

If you are a member of the pension scheme, we shall make employer pension contributions during OML and any period of paid AML, based on your normal salary in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving, unless you inform the People Team (people@landsec.freshservice.com) that you wish to make up any shortfall.

Keeping in Touch

We may make reasonable contact with you from time to time during your maternity leave.

If you would like to do so, we want to make sure you are able to keep in contact with your team whilst you are on maternity leave, therefore, there is the option for you to take paid KIT days. These days are not compulsory but could be for training, to attend department meetings, or just for 'keeping in touch'. You have 10 KIT days to utilise if you wish but they can only be taken within your maternity leave period. You and your manager can discuss when is the best time to take your KIT days, they will then need to approve and add this to Workday. You will be paid your normal basic salary for each KIT day which will be inclusive of any maternity pay entitlement.

Returning to work

We know it can be daunting returning to work after a long period of time, so we want to help you to make this transition as smooth as possible. Some of the support available includes:

-Coaching to support you in your transition back to the workplace, to ensure you feel as comfortable and confident returning to your role as we do having you back.

-Phased return to work arrangement which allows you to work for 4 days a week whilst receiving 5 days' pay on a temporary basis for up to 6 months after your return to work.

-If you wish to request a permanent change to your hours or any other working arrangements, you should put this request in writing in accordance with our [Flexible Working Procedure]. It is helpful if you are able to do so as early as possible.

The first two weeks after your baby's birth are your well-deserved time to recover and to bond with your baby, and returning to work during this period isn't permitted. We will assume that you will exercise your right to take the full 52 weeks Maternity Leave and that you will return to work on the first working day after the end of your leave. Of course, if you decide to come back sooner, that's no problem. Just let us know at least 8 weeks' in advance of your date of return or sooner if you are able to.

You are normally entitled to return to work in the same position as you held before your maternity leave and on the same terms of employment. However, if you have taken any period of AML, and it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.

If you decide not to return to work after your Maternity Leave you must give the required written notice of your resignation in accordance with your contract of employment.