KIRKLEES COUNCIL

MATERNITY PACK FOR
TEACHERS
(Babies due on or after 1 April 2007)

December 2008
MATERNITY PACK

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Introduction

This pack has been designed to explain all the employment related issues about your pregnancy and your decision about returning to work afterwards as an employee of Kirklees Council.

If you have any questions about the information in the pack or anything else we haven’t thought of, look at the contact list at the back of the pack to find out whom to talk to for further information.

Information contained in this Maternity Pack is accurate for babies due on or after 1 April 2007 and reflects changes resulting from the Maternity and Parental Leave (Amendment) Regulations which came into force on 1 October 2006.

Please ask your Personnel/Payroll Section for any revisions or changes.
WORKING THROUGH PREGNANCY YOUR HEALTH SAFETY AND WELFARE

Although pregnancy is not an illness, it makes demands on you both physically and emotionally. So it is important to look after yourself and achieve a balance between activity and rest. You will need to take a good look at everything you do and think about the effect on you and your baby.

It is advisable to let your manager / head teacher know as early as possible that you are pregnant.

You can get advice from the Employee Health Care Unit, your Human Resources section or your health and safety representative. Don’t forget to talk to your manager or head teacher if you have any worries about your pregnancy at work.

Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore working conditions usually considered acceptable may no longer be so during pregnancy and while breast feeding.

The term “new and expectant mother” refers to a woman who is pregnant, who has given birth within the previous 6 months or is breast feeding.

It is a legal requirement for an employer to assess the risks for new and expectant mothers and to do what is reasonably practicable to reduce those risks. The employer should identify hazards and risks in respect of all female employees of child bearing age.

In addition the employer should carry out a specific personal risk assessment for the individual concerned. The individual should be fully involved in this process.

In work situations hazards from physical, biological, chemical agents and working conditions need to be considered for example:

- **Physical** - e.g. movement, posture, manual handling, noise
- **Biological** - e.g. infectious diseases
- **Chemical** - e.g. carbon monoxide, lead
- **Working Conditions** - e.g. stress, lone working, violence, travelling

Equally some aspects of pregnancy may affect work and need to be considered e.g. morning sickness, headaches, balance, and backache. Regular reviews are essential as the pregnancy develops.
If a significant and genuine risk is found and cannot be eliminated or reduced to an acceptable level there are 3 actions to take.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
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<tbody>
<tr>
<td>Action 1</td>
<td>Temporarily adjust her working conditions and / or hours of work. If this will not avoid the risk or is not reasonable to do then.</td>
</tr>
<tr>
<td>Action 2</td>
<td>Offer her alternative work (at the same rate of pay) if possible, which must also be risk assessed. If that is not feasible.</td>
</tr>
<tr>
<td>Action 3</td>
<td>Medically suspend her from work on paid leave for as long as necessary to protect her and her child.</td>
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Detailed guidance for managers and head teachers on how to complete a “new and expectant mothers” risk assessment is provided as part of the LEA’s health and safety policy and is available via the following link.


In addition more detailed guidance for employees can be accessed via the following link. http://www.hse.gov.uk/pubns/indg373.pdf
ANTE NATAL CARE

Good antenatal care is essential in maintaining the health and well being of both you and your baby during your pregnancy. You have the right to take reasonable time off work with pay to receive ante-natal care. This includes ante-natal classes, hospital or doctors appointments.

If your antenatal classes or appointments, including waiting time and travelling time to and from appointments, fall within your normal working hours, you will be paid for the time taken off. You are not required to make up any working time lost through attendance at antenatal appointments.

You have the right to paid time off for antenatal care even if you work part time or shifts. It doesn’t matter how long you have worked for the Council or if you are on an indefinite or temporary contract. However, if you are a casual worker you may not be covered since you are not technically an employee. If you are an agency worker you should contact the agency.

After your first visit, your Headteacher or manager has the right to ask to see written evidence from your doctor, midwife or health visitor, of your pregnancy and/or evidence of your medical appointments, i.e. your certificate of pregnancy (MAT B1 which you can get from week 20) and your appointment card. You need to inform your Headteacher or line manager in advance about any intended absence from the workplace for ante-natal care so that:-

(a) people in your workplace know where you are;
(b) your absence can be covered if necessary.

If you have any difficulties about getting time off for antenatal care contact your personnel and payroll section.
YOUR RIGHT TO MATERNITY LEAVE

1. **Right to time off and right to return to work**

1.1 All female employees on indefinite contracts have a right to time off work due to pregnancy, and a right to return to work following pregnancy. Kirklees Council provide a minimum of 52 weeks’ maternity leave.

1.2 If changes occur that may impact on the post of a woman on maternity leave, the Headteacher or manager is expected to keep her informed of proposed changes.

1.3 In these circumstances you should be given access to any consultation and recruitment activity that may arise. If the post is deleted as the result of an organisational review or contract completion, arrangements should be made to allow you to return to a broadly similar post at the end of the maternity leave whenever possible (through redeployment if necessary).

2. **Casual/Temporary workers**

2.1 If you work on a casual or temporary basis with the Council talk to your Personnel Section as these provisions may not apply to you.

3. **Keeping your service informed**

3.1 By the fifteenth week before her expected week of confinement a woman must let her Headteacher or manager know that she is pregnant and that she is intending to take maternity leave. She should also give an approximate date of when she intends her leave to start.

3.2 At least 3 weeks before your maternity leave begins, you must inform your Headteacher or Manager and the relevant personnel and payroll unit in writing that you are going on maternity leave. You must enclose the certificate of the expected week of childbirth (form MATB1), which will be available from your doctor or midwife after 20 weeks of pregnancy, with the Notification Form (at the back of this pack).

3.3 The employer will write back to her, within 28 days, stating the expected date of return from the maternity leave.

3.4 It is a good idea to post your Notification Form and MATB1 early to make sure that they arrive in time. The more notice you give your Headteacher or manager the easier it will be to plan for your absence.
4. **Duration of Leave**

4.1 You have the right to 52 weeks maternity leave regardless of how many hours you work each week. You also have the right to have your job (or a similar job) kept open for you to return to following maternity leave. (This may not apply to employees whose contracts are not indefinite).

4.2 You are entitled to start your maternity leave 11 weeks before the EDC. You can work beyond the 11th week and nearer the birth if you want to, and you are medically fit to do so. Maternity leave can start of any day of the week.

4.3 If you are absent from work wholly or partly because of pregnancy or childbirth after the beginning of the fourth week before the EDC, maternity leave may automatically be triggered from the day following the first day of sickness.

4.4 **If your baby is born early or late**

Regardless of whether your baby is born earlier or later than expected, you are entitled to have a total of 52 weeks maternity leave.

4.5 **Returning to work**

If you wish to return to work before you have taken 52 weeks maternity leave you must write to your Headteacher or Manager and your Personnel section stating this at least 4 weeks before the date you intend to return to work. The law does not allow you to return to work within 2 weeks of the day on which your baby is born.

4.6 **Delaying the date of your return to work**

Your return to work date can be delayed:

If you do not give the required 4 weeks notice of your intention to return, your return may be delayed until 4 weeks from the date of your notification or the end of the 52 week period, whichever is the earlier.

If, at the end of your maternity leave, you are unfit to return to work due to illness, you must provide a doctors note before the end of the week in which you intended to return, which states that you are incapable of work because of illness. You should contact your Headteacher or manager if this is the case.
5. **The unexpected**

It is hoped that your pregnancy progresses smoothly, however, in the event of the unexpected you will need to be aware of your entitlements.

5.1 **Sickness Trigger**

Your maternity leave will start automatically if you are absent from work for a maternity related illness during the four weeks prior to the expected week of childbirth. This applies regardless of the date that you have said you actually wish your maternity leave to start. The leave will commence from the day following the first day of sickness.

5.2 **Miscarriage**

If a miscarriage occurs prior to the completion of 24 weeks of pregnancy you should claim sick leave, not maternity leave. It is a good idea to let your Head Teacher or manager know what has happened so that you can be offered appropriate support.

5.3 **Premature Birth**

If your baby is born prematurely and you have not yet given notice to Kirklees Council that you intend to stop work and claim maternity pay, the maternity pay period will commence from the day after the birth takes place.

5.4 **Death of the baby**

If, after 24 weeks of pregnancy, your baby is stillborn or dies either during the birth or in the early days after the birth, you are still entitled to your maternity leave. It is a good idea to let your Head Teacher or Manager know what has happened so that you can be offered appropriate support.

5.5 **Change of Post**

If any changes occur that may impact on your post whilst you are on maternity leave, your manager must ensure that you are kept informed of proposed changes. You should be given access to any consultation or recruitment activity that may arise.
If the post is deleted as the result of an organisational review, arrangements should be made for the employee to return to a broadly similar post at the end of the maternity leave. If you work in a fixed term post that is due to end during your maternity leave you should be given the same rights (redeployment etc) as though you were at work.

6. Checklist

6.1 Have a look at the checklist on the next page and you will see what you have to do at different times during pregnancy and after the baby is born. We hope it helps!
**Checklist**

This list tells you what you should do to make sure you receive your full entitlement to maternity leave, pay and social security benefits.

*Please note that for maternity benefits a week is defined as the period of 7 days that begins at midnight between Saturday and Sunday.*

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT TO DO</th>
<th>WHY</th>
</tr>
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</table>
| As soon as you know you are pregnant | 1. Ask you doctor or midwife for form FW8  
2. Ask the receptionist at your doctor's surgery or health clinic for “The Pregnancy Book” published by the Health Education Authority (this is available free of charge)  
3. Tell your dentist (if you need treatment)  
4. Check leaflets G11 and H11, available from your Social Security office; tell your Social Security office if you are getting Income Support  
5. If you are working, tell your employer | 1. To apply for free prescriptions  
2. This publication contains important information regarding your health and welfare from day one of your pregnancy  
3. To apply for free treatment  
4. To check right to vouchers for glasses and help with hospital fares  
5. To find out if you can get SMP and to make sure you don’t lose pay for keeping antenatal appointments |
| By 15 weeks before the baby is due | You should have told your employer that you are pregnant, that you intend to take maternity leave and roughly the dates you intend to be away. | So your employer can make arrangements to cover your post. |
| At least 4 weeks before you intend to stop work | Tell your manager (or Headteacher) in writing (with a copy to Human Resources) that you will be stopping work, the week the baby is due, and if you intend to return to your job | To protect your right to SMP and to return to work. |
| 20 weeks before the week your baby is due | 1. Ask your doctor or midwife for a maternity certificate (form MAT B1) showing when your baby is due  
2. Give MAT B1 and completed “Notification Form” (at the back of this pack) to your manager (or Headteacher).  
3. If you cannot get SMP ask at your maternity or child health clinic or Social Security office for form MA1 | 1. You will need this to get either SMP or Maternity Allowance  
2. To protect your right to SMP and allow KMC to work out your entitlement. If you delay later than 3 weeks after your SMP could have started, you may lose your SMP  
3. You can apply now for Maternity Allowance on form MA1 if you cannot get SMP |
| 16 Weeks before the baby is due | 1. Apply for a Maternity Payment from the Social Fund if you or your partner are getting Income Support, Family Credit or Disability Working Allowance  
2. Check to see if you can get SMP or Maternity Allowance if you have not already done so  
3. You may stop work now (or you may wait until nearer to birth if you wish) | 1. To pay for things for the baby  
2. SMP and Maternity Allowance can be paid from now |
| 11 weeks before the week your baby is due | 1. Register the baby’s birth  
2. Send off application form for Child Benefit and One Parent Benefit if applicable  
3. Check low income benefits | 1. To get birth certificate and NHS card  
2. To get Child Benefit  
3. To see if an extra child qualifies you for Income Support, Family Credit, free prescriptions help with dental treatment and vouchers for glasses |
| As soon after the birth as you can. | 1. Register the baby’s birth  
2. Send off application form for Child Benefit and One Parent Benefit if applicable  
3. Check low income benefits | |
| By 6 weeks after the birth | Register the baby’s birth | This is the latest date you can do it |
| 3 months after the birth | If you or your partner are getting Income Support or Family Credit apply for a Maternity Payment from the Social Fund if you haven’t already done so  
You will lose your Maternity Payment from the Social Fund if you have not claimed it by now | |
| 3 months after the birth | Claim Child Benefit | This is the latest date for claiming, if Child Benefit is to be paid, from the date of birth |
| 4 weeks before you intend to return to work | Write to your employer confirming your intention to return to work. | |
MONEY MATTERS

1. Types of maternity pay

1.1 There are three types of maternity pay:
   i) Statutory Maternity Pay (SMP) which you are entitled to from the Government (Social Security legislation); - Paid by your employer
   ii) Maternity Allowance (MA) which is also provided by the Government; and paid by the Government.
   iii) Contractual Maternity Pay, which you are entitled to under the terms and conditions of your employment with Kirklees Council – paid by your employer.

2. Statutory Maternity Pay or Maternity Allowance

2.1 Statutory Maternity Pay (SMP):

   Your entitlement to SMP depends on two key factors:
   i) being in Kirklees Council continuous employment for 26 weeks continuing into the 15th week before the baby is due;
   ii) your average earnings not being below than the lower earnings limit for National Insurance contributions;

   If you qualify for SMP, you can receive 90% of your earnings for the first 6 weeks of your maternity leave. This is taxed and subject to National Insurance. You are then entitled to basic rate SMP for the following 33 weeks of your maternity leave. The (April 2009) rate of SMP is £123.06 per week or 90% of your weekly pay if you earn less than £123.06 per week. You receive this from the Council who will claim some of it back from the Government.

2.2 Maternity Allowance (MA)

   If you don’t qualify for SMP we will issue you with Form SMP1 to enable you to claim MA from the Benefits Agency. You need to have paid standard rate NI contributions for any 26 weeks in the 66 weeks before the baby’s expected birth. You will then receive the Maternity Allowance for up to 39 weeks.

2.3 Maternity Payment

   You may be entitled to a one off Maternity Payment from the Social Fund if you claim other benefits. You can apply for a Maternity Payment at any time from 11 weeks before the week your baby is due until your baby is 3 months old. You should claim directly from the Benefits Office.
3. **Contractual Maternity Pay**

3.1 If you have worked in local government continuously for more than one year at the 11th week before the baby’s due date, you are entitled to contractual maternity pay. This means:

3.1.1 If you write to say that you will return to work for at least 13 weeks following the birth:

i) For the first 4 weeks of your maternity leave, you are entitled to full pay. (This will include your SMP).

ii) For weeks 5 and 6 you are entitled to 90% of your full pay (this will include your SMP).

iii) For the following 12 weeks of your maternity leave you will be paid SMP (plus half pay if requested). However, if this calculation brings your combined pay over the level of your normal full pay an adjustment will be made. You are not entitled to receive more than your normal full pay whilst you are on maternity leave;

iv) For weeks 19-39 of your maternity leave you will receive the standard SMP entitlement. From 5 April 2009 this is £123.06 per week or 90% of normal pay (if this is less).

v) If you request the half pay and then decide not to return (or do not return for 13 weeks), the Council is entitled to claim back the 12 weeks (or if you have failed to return for 13 weeks a proportion of it) half pay.

3.1.1 If you do not write to say that you will return to work:

i) For the first 4 weeks of your maternity leave, you are entitled to full pay. (This will include your SMP).

ii) For weeks 5 and 6 you are entitled to 90% of your full pay (this will include your SMP).

iii) If you are not returning to work, you will be entitled only to the SMP for the following 33 weeks. From 5 April 2009 this is £123.06 per week or 90% of normal pay (if this is less).
4. **Examples of entitlements to maternity leave and pay**

4.1 If you have less than 26 weeks Kirklees Council service at the 15th week before the expected week of childbirth, you are entitled to:

- **Ordinary Maternity Leave:** A total of 26 weeks absence commencing, at the earliest, 11 weeks before the expected week of childbirth.

- **Additional Maternity Leave:** A maximum of a further 26 weeks leave.

- **Right to return to work:** Yes.

- **Statutory Maternity Pay:** 39 weeks Maternity Allowance from the Maternity Allowance benefits Agency if you are entitled to it.

- **Contractual Maternity Pay:** Nil.
4.2 If you have less than 26 weeks Kirklees Council service at 15th week before your expected date of childbirth but at least 1 year with one or more LEA at the 11th week before the expected week of childbirth, you are entitled to:

Ordinary Maternity Leave: A total of 26 weeks absence commencing, at the earliest, 11 weeks before the expected week of childbirth.

Additional Maternity Leave: A maximum of a further 26 weeks leave.

Right to return to work: Yes

Contractual Maternity Pay: 4 weeks full pay and 2 weeks at 90% of average weekly earnings. There is no entitlement to Statutory Maternity Pay and any Maternity Allowance payable will be deducted from these first 6 weeks payments. (Maternity Allowance is payable for a total of 39 weeks)

If you plan to return to work after maternity leave then you can also claim 12 weeks half pay.

If you are not sure if you will return to work or not, then you can request the 12 weeks at half pay to be paid in a lump sum when you return to work.

If you take the half pay as regular pay while you are on leave and then decide not to come back, you will have to pay the money back to the Council.

To keep the 12 weeks half pay you must return to work for at least 13 weeks. If you do not stay for 13 weeks, you may have to refund a proportion of the money you received.

Once you return to work the usual resignation deadlines apply i.e. entitled to leave at the end of a term only. You should provide 2 months notice to finish at Christmas or Easter and 3 months notice to terminate in August. (In the case of Headteacher, an additional months notice is required in each case)
4.3 If you have more than 26 weeks Kirklees Council service at the 15th week before the expected week of childbirth but less than 1 year Local Government service at the 11th week before the expected week of childbirth, you are entitled to:

**Ordinary Maternity Leave:** A total of 26 weeks absence commencing, at the earliest, 11 weeks before the expected week of childbirth.

**Additional Maternity Leave:** A maximum of a further 26 weeks leave

**Right to return to work:** Yes.

**Statutory Maternity Pay/ Maternity Allowance:** 6 weeks at 90% of average weekly earnings + 33 weeks SMP (or 39 weeks Maternity Allowance if you do not qualify for SMP for any reason).

**Contractual Maternity Pay:** Nil.
4.4 If you have more than 26 weeks Kirklees Council service at the 15th week and one or more year’s continuous Local Government service at the 11th week before the expected week of childbirth, you are entitled to:

<table>
<thead>
<tr>
<th>Ordinary Maternity Leave:</th>
<th>A total of 26 weeks absence commencing, at the earliest, 11 weeks before the expected week of childbirth.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Maternity Leave</td>
<td>A maximum of a further 26 weeks leave</td>
</tr>
<tr>
<td>Right to return to work:</td>
<td>Yes</td>
</tr>
<tr>
<td>Statutory and Contractual Maternity Pay:</td>
<td>4 weeks full pay and 2 weeks at 90% of average weekly earnings + 33 weeks SMP or MA.</td>
</tr>
</tbody>
</table>

If you plan to return to work after maternity leave then you can also claim 12 weeks half pay.

If you are not sure if you will return to work or not, then you can request the 12 weeks at half pay to be paid in a lump sum when you return to work.

If you take the half pay as regular pay while you are on leave and then decide not to come back, you will have to pay the money back to the Council.

To keep the 12 weeks half pay you must return to work for at least 13 weeks. If you do not stay for 13 weeks, you may have to refund a proportion of the money you received.

Once you return to work the usual resignation deadlines apply ie. entitled to leave at the end of a term only. You should provide 2 months notice to finish at Christmas or Easter and 3 months notice to terminate in August. (In the case of Headteacher, an additional months notice is required in each case)
5. **Deductions from your pay**

If you have money deducted from your pay on a regular basis, don’t forget to talk to your Payroll section before you go on leave so that appropriate arrangements can be made. Examples include:
- Car Loan
- Council Tax
- Council nursery fees
- Union subscriptions
- Hospital Fund
- Charity donations.

6. **What if there is a pay rise when I’m on maternity leave?**

If there are any annual cost of living rises or incremental increases in pay, which you would have received if you had not been absent, you are entitled to these upon your return to work. If such pay increases came into effect during your maternity pay period your contractual maternity pay should include any additional amounts due to you.

7. **Continuous Service**

Provided no new paid employment intervenes that would impact on your Council Employment, time off on maternity leave does count towards length of continuous service for various employment rights like redundancy pay, holiday entitlement, sick leave entitlement and future eligibility for any subsequent maternity leave.

8. **Keeping in Touch**

Employers are entitled to make reasonable contact with an employee during her maternity leave. Keeping in touch with work can make it easier when it is time to go back.

As well as staying in contact with your Manager during your maternity leave, if you and your manager both agree, you can participate in up to 10 Keeping in Touch (KIT) days during your maternity leave. They could be used for training or other events. Your manager cannot insist that you carry out any work and equally, you cannot insist on being given any work to do.

If you attend work for a KIT day you will be paid your normal contractual hourly rate of pay (1/1265th of your annual salary) for the number of hours worked during that day (up to a maximum of 6.5 hours per day)

A form is enclosed to claim payment for any KIT days worked.
9. **Car Allowance**

9.1 From 1 October 2005 a woman who is an essential car user is entitled to receive the full lump sum allowance whilst on Ordinary Maternity Leave (i.e. the first 6 months of maternity leave) providing that they return to work for at least 3 months, following their maternity leave.

9.2 If you do not return for 3 months, you will have to refund a proportion of the money received. You may choose to delay payment of the allowance until such time as you have satisfied the conditions regarding return to work and therefore avoid the possibility of an overpayment of the allowance.

10. **Car Loans**

Repayments of car loans may be suspended during maternity leave. No backdated deductions will be made upon return to work and no extra interest will be charged for the period of non-payment. The number of payments due during maternity leave are added into the end of the period of the loan, in effect it is an interest free extension of the original agreement.

Employees with queries on their car loans should contact the Car Loan Office on (860) 1047 or (01484) 221047 for more details.
PENSIONS AND PREGNANCY

THE TEACHERS PENSION SCHEME

The following notes outline the effect which a period of maternity absence may have upon your pension position. Please also refer to the Fact Sheet ‘Maternity/paternity’ for further guidance.

1. **A period of paid leave**

   A period of paid leave where an individual is entitled to contractual maternity pay and/or Statutory Maternity Pay counts as reckonable service for pension purposes. Full service credit is allowed even when you are in receipt of half pay and paying pension contributions based on that reduced rate.

2. **A period of unpaid leave**

   If it is your intention to take leave in accordance with the conditions summarised in the notes on Contractual Qualifying Conditions, you may decide to take advantage of the provision which enables you to return to duty up to 52 weeks after the commencement of your leave. In these circumstances any period of unpaid leave falling between the end of your pay entitlement and the date upon which you return to duty is regarded as absence from reckonable service under the scheme and the period will not count towards your pension entitlement.

   If you enter into a period of unpaid leave before returning to duty (i.e. your maternity payments have expired but you do not return at this point) you may on your return to duty look at increasing your pension via a number of methods. This would make up for the period of service you have not accrued pensionable service for.

   There are four ways in which you can increase your retirement benefits by paying extra contributions. You can:

   + Purchase additional pension;
   + Pay Additional Voluntary Contributions (AVCs) through the Prudential;
   + Pay Free Standing Additional Voluntary Contributions (FSAVCs);
   + Pay into a stakeholder pension or personal pension
You can get income tax relief on any additional contributions you pay. If you make a lump sum payment you should contact HM Inspector of Taxes for information on tax relief.

Further information on the above can be found on the enclosed Fact Sheets “Increasing your pension benefits” and “Additional Pension”.

3. **If you do not qualify for Contractual Maternity Leave**

If you do not qualify for contractual maternity leave under the conditions of service and you leave pensionable teaching service for a time, the enclosed Fact Sheet “Leaving pensionable employment” outlines what will happen to your pension in these circumstances.

Alternatively on any subsequent return to teaching you would be able to consider the other options outlined above where you could make arrangements to increase your pension benefits via the methods outlined.

If you require any further information regarding this matter please contact Geraldine Yehya, Pensions Officer, Personnel and Payroll Unit, Tel (01484) 225269 or visit the Teachers’ Pensions Website at www.teacherspensions.co.uk
**WORK-LIFE BALANCE**

The Council is committed to assisting staff in maintaining a work-life balance. Schemes are in place to help you balance your home and work responsibilities.

**Job sharing**

The council operates a Job Share Scheme and, under the scheme all jobs are open to job share unless specifically excluded on special grounds. If you are considering job sharing you should request a copy of the Job Share Policy before you make a decision.

Job sharing is when two people share all the duties and responsibilities of one full-time post.

If you are thinking of returning to work on a job share basis, you should put your request in writing to your Head Teacher as far in advance as possible in order that your request can be considered and any necessary recruitment can take place.

Alternatively, you could apply for another position in the council on a job share basis.

**OTHER LEAVE**

The main focus of this pack has been on maternity entitlements, that is, rights specific to women who are pregnant or have recently given birth. Partners also need entitlements if they are to take a full role in the care of children; some parents adopt children and they too need rights; and of course, all parents need rights to fulfil their parenting role. There are other provisions for partners and nominated carers. The following policies can be requested from Personnel and Payroll;

**Maternity Support Leave Policy**

**Adoptive Leave Policy**

**Parental Leave Policy**
CHILDCARE VOUCHERS

The council is keen to assist working parents with their childcare responsibilities whilst at work. We understand that childcare is very expensive but we have introduced a childcare vouchers scheme which is open to all eligible council employees.

You can sacrifice up to £243 per month from your gross pay, in exchange for childcare vouchers.

Because the sacrifice is made from your gross pay, you are using some of your tax and national insurance contributions to meet your childcare costs. This can mean savings of up to £1,196 a year on the cost of your childcare.

If both parents participate, you can double your savings.

The payments must be for registered or approved forms of childcare, so they can't be used to pay relatives. Vouchers can be used to pay for the care of children up to the age of 15.

The council has contracted with Kiddivouchers to operate the scheme for us. Registration is completely free and takes less than 10 minutes.

Find out more at www.kiddivouchers.com or Telephone 0800 6129015 quoting scheme number S849019A. You will need to have your National Insurance number, payroll reference and childcare provider’s details ready.

CHILDCARE

For detailed information about childcare and other associated facilities which exist in the area, you should contact The Children’s Information Service based at Britannia Mills, Colne Road, Huddersfield on 01484 223041/2. You can also visit http://www.kirklees.gov.uk/community/education-earning/child/childcare.shtml

If you do not have access to the intranet, copies of these policies are available from your HR Service teams.
USEFUL CONTACTS

Children & Young People Service

Service Personnel Section (Teaching staff):

Olivia Briddon          01484 225199 (Featurenet 860 5199)
Susan Good             01484 225200 (Featurenet 860 5200)
(North Kirklees High Schools/Middle Schools/Special Education)

Hannah Halstead        01484 225199 (Featurenet 860 5199)
(Huddersfield High Schools/Middle Schools)

Christine Sutton       01484 225198 (Featurenet 860 5198)
(Primary Schools North Kirklees)

Helen S Taylor         01484 225198 (Featurenet 860 5198)
(Primary Schools Huddersfield and South Kirklees, Nursery Schools)

Teacher Pension Queries
Geraldine Yehya        01484 225269 (Featurenet 860 5269)
Lucy Simpson           01484 225206 (Featurenet 860 5206)
APPENDIX A
Car Loans/Lump Sum Car Allowances

Car Loans

The Assisted Car Purchase Scheme now allows for repayments of car loans to be suspended during maternity leave. No backdated deductions will be made upon return to work and no extra interest will be charged for the period of non-payment. The number of payments due during maternity leave are added into the end of the period of the loan, in effect it is an interest free extension of the original agreement.

Please tick the appropriate box:

I wish to suspend completely, repayment of my Car Loan from the commencement of my maternity leave until I return to work.

[ ]

* I do not wish to suspend payments of my car loan during maternity leave

[ ]

* Please note if you do not wish to suspend payments of your car loan, arrangements need to be made for the Car Loans Section to continue to receive your payments when your Maternity Leave commences.

We will notify the Car Loans Section of the date you are to commence maternity leave and they will contact you with details regarding the payments you will need to make direct to them.

Signed……………………………………………………Date……………………………………...

C:\Documents and Settings\amjadahmed\Local Settings\Temporary Internet Files\Content.Outlook\O3MR8C5H\Maternity Info pack Dec 2008 email version.DOC
Fact Sheet – Leaving pensionable employment

What happens to my pension if I leave teaching?
You can choose to:
+ Leave your service in the scheme.
+ Transfer your pension to another scheme.
+ Take your contributions out of the scheme if you have less than two years’ service.

What happens if I leave my service in the scheme?
+ If you leave your pension in the scheme, it will be index linked. This means it will grow in line with the Retail Prices Index (RPI), with the annual uplift being applied each April.
+ You can apply to have your pension paid when you reach Normal Pension Age (NPA).
+ If you return to teaching at any time before NPA, all subsequent pensionable service will be added to your original service and your benefits will be calculated on the aggregated total when you retire.

www.teacherspensions.co.uk
How do I transfer my pension credit to another scheme?
+ If you decide to transfer your benefits, you should contact your new provider. When they contact us, we will provide them with a transfer value.
+ They will tell you how much pension your transfer value will buy in their scheme and you will need to decide if you want the transfer to happen.
+ Transfers can only take place if your new scheme is registered with Her Majesty's Revenue and Customs (HMRC).

How do I take my contributions back?
+ You can only do this if you have less than two years' service and only after you have been out of service for more than a month.
+ You will not be able to restore this service in the future.
+ For an application form log onto www.teacherspensions.co.uk.

What if I leave teaching soon after joining?
+ If you have less than three months' service, your contributions will be returned plus compound interest.
+ If you have less than two years', but more than three months', service you can choose whether to have your contributions plus compound interest returned or your pension transferred to another scheme.

Need more information? You'll find all you need to know at www.teacherspensions.co.uk
Can I buy additional service to improve my pension?
+ No, but you can buy additional pension.

What is additional pension?
+ This is a pension you can receive in addition to your standard benefits from the TPS.

How much additional pension can I buy?
+ The maximum annual pension you can buy is £5,000.
+ You can buy this at different times in multiples of £250 of annual pension.

How do I pay for my additional pension?
+ You can choose to make a one off payment, or you can have deductions taken from your salary.
How much will my additional pension cost?

+ The cost is calculated using a number of factors such as your age and the amount of additional pension you want to buy.
+ The costs are not based on a percentage of your salary.
+ There is a calculator on the TP website that will give you an indication of the cost.

If I decide to pay by deductions from my salary, will the payments change?

+ Payments will be reviewed after each scheme valuation so they may increase or decrease depending upon the results of the valuation.

Can I continue payments if I am on unpaid leave or leave the scheme?

+ No, you may only make payments while contributing to the scheme.
+ We will calculate how much additional pension you are entitled to receive based upon the contributions you have paid up to the day you leave the scheme.
+ You can, however, make a one off lump sum payment to clear the outstanding contributions.

Will the contributions alter if I start to work part-time?

+ No, you will be required to pay the same amount of contributions as you did when you worked full-time.

If I decide to draw part of my pension before my Normal Pension Age (NPA), can I receive my additional pension too?

+ Yes, provided you have paid for it in full, but the pension will be subject to an actuarial reduction.
What happens if I retire before the end of a payment period?

+ You will be able to complete the payments by making a one off payment or you can receive a pension based upon the contributions you have made up to the time you retire.

If I become too ill to work and receive an ill-health pension, do I have to wait until NPA before I receive my additional pension?

+ No, you will receive the full amount of additional pension.

What happens if I die before I retire?

+ If you have arranged to buy additional pension for dependants, then a pension will be paid to them.
+ If you have only arranged to purchase additional pension for personal benefits, no benefits will be paid.

If my marriage or civil partnership is legally ended, will my additional pension be taken into account as part of any financial settlement?

+ Yes, we will be required to provide information to the court in the same way as we are required to provide information about your scheme benefits.

Will my additional pension be paid to my family or dependants if I die?

+ No, but you can also buy additional pension for your family or dependants within the maximum £5,000 limit.
Will my additional pension receive increases each year like my scheme pension?
+ Yes, your additional pension will be subject to pensions increase.

Can I also buy an additional lump sum?
+ No, this is not possible, but you will be able to give up some of your additional annual pension to provide a lump sum at a rate of £1 of annual pension for £1.2 of lump sum within the Her Majesty’s Revenue and Customs levels (HMRC).

Need more information? You’ll find all you need to know at www.teacherspensions.co.uk
What happens to my pension when I am on maternity or paternity leave?

+ If you are receiving contractual or statutory pay, your pensionable service will continue to increase.
+ If you are not receiving any pay, you will no longer be a member of the scheme.

What level of contributions will I have to pay?

+ Contributions will be based on the pay you get while absent.

What happens if I adopt a child and have leave of absence?

+ This absence will be treated the same as maternity or paternity absence, provided you are receiving contractual or statutory pay.
What happens to my pension if I decide to take a longer break after my contractual and statutory pay has expired?

You can:

+ Leave your service in the scheme and this can add to any further service you do in the future. If the break is for more than five years, you would be treated as a new entrant upon returning.

+ Transfer your pension to another scheme.

+ Take your contributions out of the scheme if you have less than two years’ service.

Need more information? You’ll find all you need to know at www.teacherspensions.co.uk
Keeping In Touch days enable the employee and manager to keep in touch during maternity leave to ease the return to work (i.e. training, conferences, team briefings etc), with no loss of Statutory Maternity Pay.

**EMPLOYEE DETAILS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST TITLE</td>
<td>PAY POINT</td>
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<tr>
<td>COMMENCEMENT DATE OF MATERNITY LEAVE</td>
<td>PAY REFERENCE</td>
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**NB. If completing online, enter hours and minutes separated by a colon (:) in the 'FROM' and 'TO' columns.**

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<thead>
<tr>
<th>KIT DAY</th>
<th>DATE</th>
<th>REASON FOR KIT CLAIM</th>
<th>FROM Hrs:Min</th>
<th>TO Hrs:Min</th>
<th>TOTAL Hrs:Min</th>
<th>Employee initials</th>
<th>Manager initials</th>
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**TOTALS**

**DECLARATION**

I/we confirm that:
- The above KIT days have been mutually agreed by the staff member and their line manager;
- The KIT days do not occur within the 2 weeks following childbirth; and
- The total number of KIT days taken by this member of staff does not exceed 10 days.

<table>
<thead>
<tr>
<th>EMPLOYEE’S SIGNATURE</th>
<th>MANAGER’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>DATE</td>
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</table>

**FOR OFFICE USE ONLY**

<table>
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<tr>
<th>RATE</th>
<th>CODE</th>
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<th>PAY PERIOD</th>
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<th>CHECKED BY</th>
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KIRKLEES COUNCIL
CHILDREN & YOUNG PEOPLE SERVICE

NOTIFICATION OF MATERNITY LEAVE

This form should be completed and returned to the Personnel & Payroll Unit, Floor 2, High Street Buildings, High Street, Huddersfield, HD1 2NQ at least 3 weeks before your absence begins.

PART 1 (To be completed by the Personnel & Payroll Unit)

Surname ______________________________ Forename(s) ___________________________
Address ______________________________________________________________________
School _______________________________________________________________________
Post ________________________________ No. of hours worked per week _____________
Pay Point ____________________________ Pay reference _________________________
Continuous employment with Kirklees From _______ To _______
Previous continuous teaching service From _______ To _______
(if applicable) L.E.A. ______________________________

PART 2 (To be completed by the Employee)

I wish to be absent by reason of maternity from (date) ___________________________

My expected date of childbirth is _____________________________________________
(Form MAT B1 Maternity Certificate obtainable from your doctor after the 20th week before the expected date of childbirth should be attached to this form or forwarded as soon as available).

Please tick as appropriate:

I intend to return to duty
I do not intend to return to duty
I wish to reserve the right to return to duty

Do you wish to receive the 12 weeks contractual half pay entitlement concurrent with your leave?: YES/NO (delete as appropriate)

UNDERTAKING
I have read the notes on right to return to work and contractual maternity conditions and understand that I shall be required to refund the contractual payments made to me if I fail to fulfil the conditions for returning to duty.

Signed ________________________________ Date ______________________________

For Teaching Staff