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# LEICESTERSHIRE

## FIRE and RESCUE SERVICE

### SERVICE PROCEDURE

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**HUMAN  
RESOURCES**

**MATERNITY  
INFORMATION  
PACK**  
**DELETED** refer to  
Service Procedure Human  
Resources – Maternity  
Leave

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## **AUDIT OF AMENDMENTS**

Date	Paragraph Changed	Brief details of alterations	Approved by
APRIL 2007		TRANSFERRED TO SHAREPOINT	
OCT 2007	Page 10	Removal of (six month's if working part time)	K Albon
OCT 2007	Page 12	Removal of (six month's if working part time)	K Albon
MAR 2008	Page 15	Can carry forward annual leave from one leave year to the next	K Albon
OCT 2008	Introduction	Expected week of childbirth is on or after 5 October 2008.	K Albon
OCT 2008	Section 6 Paragraph 1	Amended to include additional maternity leave	K Albon
	Paragraph 4	Amended to include additional maternity leave	K Albon
	Paragraph 6	Amended to include additional maternity leave	K Albon
DEC 2008	Section 9	Maternity fitness added Advice and support can be provided by the Fitness Advisor at Occupational Health for successful fitness levels following your return to work from maternity leave.	K Albon
FEB 2008	Section 3 New paragraph	Provided you meet all the other conditions, you can still take paternity leave if the child is stillborn after 24 weeks of pregnancy or is born alive at any point of the pregnancy.	K Albon
July 2009	Section 10	Child under the age of 17	K Albon
July 2009	Appendices A - F	Deleted. These forms can be found in SharePoint under forms.	K Albon
Aug 2009	Section Four Maternity Pay	<b>If you are not returning to work</b> Added. You should also refer to Section Five – Returning to Work for a more detailed explanation.	K Albon
Aug 2009	Section Five Returning to Work Paragraph 2 amended	In the event that you decide not to return to work, at any time during your maternity leave or at the end of your maternity leave, you must notify your manager and Human Resources in writing. Your resignation will take effect on the date your maternity leave would have ended; this is regardless of when your resignation was submitted. You will be required to repay the 12 weeks half pay you have received to the Authority.	K Albon
Aug 2009	New paragraph 4	If you start new employment with another organisation, this would cause the Authority to stop your SMP payments.	K Albon

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Date	Paragraph Changed	Brief details of alterations	Approved by
		Audit of Amendments Continued/..	
Aug 2009	Section Six	Added. <b>Busy Bees Childcare Vouchers</b> Yes. If you are in receipt of Busy Bees Childcare Vouchers, you will continue to receive them, if you wish, during ordinary and additional maternity leave.	K Albon
May 2010	Introduction	This pack applies to women whose expected week of child birth is on or after 6 April 2010. 5 October 2008 deleted.	K Albon
	Section 3	Civil partner added	K Albon
	Section 3	Additional Paternity Leave with effect from 6 April 2010. This applies to father, partners and civil partners of babies due on or after 3 April 2011.	K Albon
	Section 6	Will I still be entitled to (Busy Bees) deleted Computershare added vouchers?	K Albon
		Yes. If you are in receipt of Computershare (Busy Bees) vouchers you will continue to receive them if you wish during your ordinary and additional maternity/paternity leave.	K Albon
	Section 7	Maintaining Contact. Amended. Your manager will want to talk to you to agree what kind of contact you will have with them whilst you are on maternity/paternity leave.	K Albon
	Section 8	Keeping in Touch Days to include paternity.	K Albon
	Section 11	Useful Addresses. Revised address and contact numbers for the Pensions Section, County Hall.	K Albon
	Section 11	Useful Addresses revised	K Albon
Nov 2010	Section 10	Extension to Flexible Working. Added. Therefore, parents of all children regardless of age will have the same right to request flexible working from their employer.	K Albon
May 2011	Section 4	Following question and answer deleted “Is it possible to spread my occupational maternity pay entitlement over a longer period of time?” Yes it is possible to come up with an alternative method for paying the same entitlement so that it can be spread over a longer period during your maternity leave. If you would like this arrangement to be considered in your case please state this in your initial letter to HR.	K Albon
April 2011	Section 10	Flexible Working. The extension of flexible working to parents of children under 18 from April 2011 did not come into force.	K Albon

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Date	Paragraph Changed	Brief details of alterations	Approved by
		Audit of Amendments Continued/..	
January 2012	Glossary	KIT Keeping in Touch Days added	K Albon
	Section 2	When do I have to inform my line manager of the date I wish to start maternity leave? In any event, you must notify your line manager at least twenty-one days before your absence begins. Added	K Albon
	Section 3	For employees on the retained duty system, a week's pay is defined in Appendix C, paragraph C of the NJC for Local Authority Fire and Rescue Services (Grey Book). See also Section 4 – Definition of a Week's Pay.	K Albon
	Section 3	Maternity Support/Paternity Leave. Amended. ....should be given to your line manager on or before the 14 <sup>th</sup> week before the Expected Week of Childbirth not 15 <sup>th</sup> week.	K Albon
	Section 3	Added. For employees who normally work full time, one week shall equate to seven consecutive days free from duty.	K Albon
	Section 3	The employee must have 26 weeks service ending with the 14 <sup>th</sup> week before the baby is due and not 15 <sup>th</sup> week	K Albon
	Section 3	If you have less than 26 weeks service at the 14 <sup>th</sup> week not 15 <sup>th</sup> week.	K Albon
	Section 3	Additional Maternity Leave. You must have been continuously employed for 26 weeks before the 14 <sup>th</sup> week and not 15 <sup>th</sup> week.	K Albon
	Section 4	Added. Definition of a week's pay	K Albon
	Section 5	I wish to return to work before the end of my entitlement .....? 8 weeks deleted 21 days added.	K Albon
	Section 6	Added. If you are in receipt of a mobile phone where personal use is permitted, you will continue to receive this during your maternity leave.	K Albon
	Section 8	Keeping in Touch Days (KIT). If you attend work you should receive your normal hourly pay for hours worked on a voluntary KIT day in addition to your SMP for that week. Added	K Albon
	Section 9	Added. Rest Facilities. Under The Workplace (Health, Safety and Welfare) Regulations 1992 we will provide suitable rest facilities for pregnant women and nursing mothers.	K Albon
October 2012	Section 6	Added. Am I eligible to receive Computershare childcare vouchers?	K Albon

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Audit of Amendments Continued/..			
Date	Paragraph Changed	Brief details of alterations	Approved by
		Will I still be entitled to Computershare Childcare Vouchers if I become pregnant with another child? Yes, if you are eligible to receive childcare vouchers you will continue to receive them if you wish during ordinary and additional maternity/paternity leave.	K Albon
		Added. Examples of how childcare vouchers are provided.	K Albon
		Added. Can LFRS deduct the amount of my childcare vouchers from my maternity pay?	K Albon
Sept 2013	Section 2	Parental Leave. Amended. Increases from 13 – 18 weeks from 8 March 2013.	K Albon
Feb 2014	Section 9	New paragraphs added. You must let your line manager know that you are pregnant	K Albon
		It will be your manager's responsibility to complete a Task Base Risk Assessment.	K Albon
		Together with your manager, you are required to carry out the Interactive Software Based Training Module.	K Albon
June 2014	Introduction	Policy applies equally to men and women	K Albon
30 June 2014	Section 10	Alternatives to Full Time Working – changes to Flexible Working Regulations 2014 legislation.	K Albon
	Section 11	Updated	K Albon
October 2014	New paragraphs in Section 1	To include unpaid time off for partners to accompany the pregnant woman for up to 2 antenatal appointments.	K Albon
Nov 2014	Section 9	Confirmation of pay arrangements for retained personnel removed from operational duties due to pregnancy	Victoria Willson
March 2015		<b>POLICY DELETED</b> and incorporated into Service Procedure Human Resources – Maternity Leave	Karen Albon

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