

This leaflet has been designed to help answer common questions asked when you are having a new baby.

For more in depth support and advice please contact the Federation Office on 01772 584556



**I am still in my Student phase and have found out I am pregnant, what happens now?**

- A. Depending on how far into your probation you are, the Organisation will fully support you throughout and extend your training period to reflect what you may miss.



**I am in a front-line role where will I work once I have declared my pregnancy?**

- A. As a rule, most Officers will continue to work alongside their team, however if this is not possible then a suitable role will be found for the duration of your pregnancy.



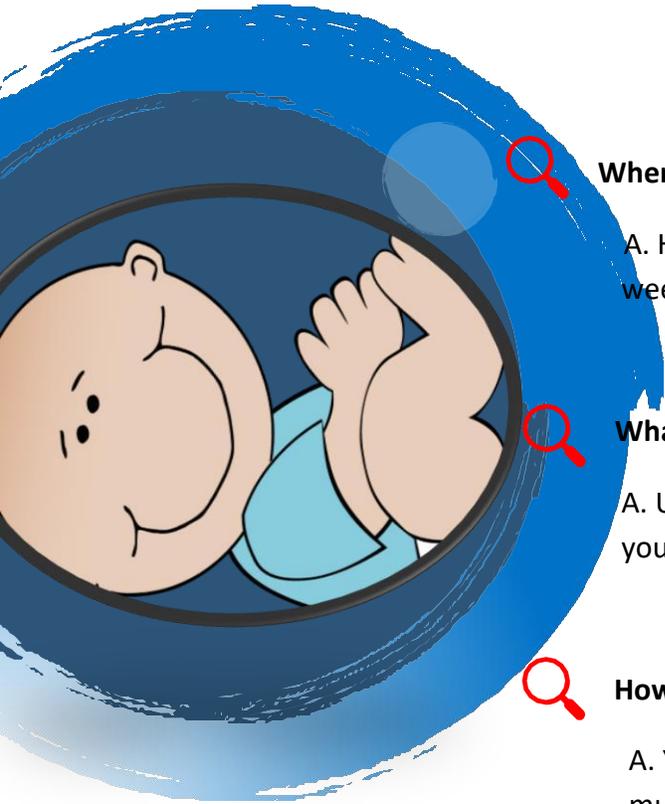
**I am struggling with the shifts and unsociable hours, what can I do?**

- A. Your GP can supply you with a fit note outlining altered hours/duties. These are considered reasonable adjustments under the Equality Act and usually supported by the Organisation.



**I am feeling quite ill during my pregnancy and have taken sick leave, will this go against me for future promotions etc?**

- A. Pregnancy related sickness is recorded separately and therefore not used when Officers apply for new roles or promotion.



**When will I have to start my maternity leave if I am off sick long term?**

A. HR will automatically start your maternity leave once you are 36 weeks pregnant.

**What role will I come back to after my maternity leave?**

A. Unless there are specific medical reasons for you not to return to your original role then you will go back into your substantive post.

**How much maternity leave can I take?**

A. You can take up to 15 months maternity leave, however 3 months must be taken before baby is born.

**How much maternity pay am I entitled to?**

A. If you are eligible for full maternity entitlements then the easiest breakdown is as follows: You will get six months at full pay, four months statutory pay then 2 months unpaid maternity leave.

**Can I use my leave whilst on maternity leave?**

A. Yes. You are entitled to slot in your unused/accrued leave where it would financially benefit you the most. For example, if you would struggle dropping to statutory maternity pay then you can take leave in those months to boost your income. Alternatively, you may take all your accrued leave in the last two months when you drop to no pay.

**What are KIT days?**

A. Keeping in touch days are for you to utilise while on Mat leave to help support your return to the workplace. You should only be required to perform admin tasks as you are still on maternity leave and there is no requirement for you to complete JRFT unless you specifically want to. You are entitled to 10 KIT days and get paid for the hours you work on each individual day so remember to clock on and off then DMS will instruct payroll to pay you!



**I pay into my Pension, the Federation, Group Insurance, PTC and The Benevolent fund. What will happen to these once I am on statutory maternity pay (SMP) and no pay?**

A. You will continue to pay into all your chosen benefits whilst on SMP, including your pension. This will significantly reduce your SMP income so it would be beneficial to discuss this with the Federation on 01772 584556 and/or the pension helpline on 0300 3230260. When you are reduced to no pay none of your benefits will be taken.

NB: You will be given the opportunity to buy back your pension on your return, however if you cancel group insurance, you will have to re-join which may have a significant impact on any new policy.



**When can I apply for a FREDA?**

A. It is highly recommended that you try and submit your new rota 3 months before you return from MAT leave. If you contact the Flexible Working Team on 01772 413090, they will be able to email the required documents to a private email account.

Divisional SPOCS

EAST DS Louise Darcy (Federation Clare Wall)

HQ DS Bryony Midgley

WEST PS Hana Alayli-Moore

SOUTH DC Kate Finch