

## NCG Maternity Leave / Pay Colleague FAQ

### **What will happen to my pension contributions?**

The rules surrounding pensions whilst on maternity leave are determined by the pension provider. You will need to contact your pension provider for more information.

### **Will my contractual benefits be continued?**

Other than your remuneration, all other contractual benefits will remain unchanged throughout your maternity leave.

### **What if I am due a salary change whilst on maternity leave?**

If you become eligible for a pay rise between the start of the original calculation period and the end of the maternity leave, average earnings will be recalculated to take into account your pay rise and any backdated sum will be paid in the next available payroll.

### **Will I get my performance review meeting?**

When you notify your manager that you are pregnant, your manager should review and discuss what your workload and objectives will be, should your maternity leave start before the end of the academic year. Where possible your manager should revise your objectives in relation to the period of time that you will be at work. Depending on when your absence falls your manager should hold a performance review meeting with you before your leave of absence starts, in order to discuss if you have achieved your objectives. Where you are on a pay scale and not on the top scale point, if you achieve your objectives, this will be processed in the line with the normal process.

### **How do I calculate the qualifying week (15<sup>th</sup> week before EWC)?**

To calculate your qualifying week (i.e. 15<sup>th</sup> week before your expected week of childbirth) you will need to find the Sunday before your baby is due (or the due date if it is a Sunday) and count back 15 Sundays from there. That is the start of the 15<sup>th</sup> week before your expected week of childbirth.

### **I am on maternity leave and am pregnant, am I entitled to maternity leave and pay?**

If you fall pregnant whilst on maternity leave you will be entitled to maternity leave and pay as outlined NCG maternity policy, as long as you meet the normal eligibility conditions.

### **I am pregnant and have resigned from work, will I get my maternity pay?**

You will still be entitled to SMP if your leave date is after the end of the 15<sup>th</sup> week before your baby is due and you meet the normal qualifying conditions. If your job leave date is before the end of the 15<sup>th</sup> week before your baby is due you will not be entitled to SMP, but you may be entitled to maternity allowance instead.

**I have used all my maternity leave; can I take any further time off?**

Once your 52-week maternity leave period has come to an end you cannot ask to extend it. There are other types of leave you may be able to take, such as:

- Annual leave,
- Parental Leave
- Unpaid leave

Agreement is at your manager's discretion in line with business needs. You should discuss any requests for further time off with your manager

**I am returning to work and still breast feeding, what support is there?**

If when you return to work, you are still breastfeeding and have given birth in less than 6 months you should inform your manager of support that you require. Although they cannot guarantee to be able to agree to every request they may consider temporary measures to support you, for example;

- Providing appropriate facilities to allow you to express and store breast milk
- Increase flexibility in working hours for you to go home and breast feed during working hours.