
Southern Rock Adventures Ltd

Maternity leave policy

Effective from 17 October 2008

1 Introduction

1.1 All pregnant employees of Southern Rock Adventures Ltd ("Southern Rock Adventures Ltd"), regardless of the number of hours worked or length of service, are entitled to maternity leave as follows:

1.1.1 52 weeks maternity leave if the birth is due on or after 01 April 2007. The first 26 weeks are referred to as "ordinary maternity leave" and the second 26 weeks are referred to as "additional maternity leave".

1.2 During ordinary maternity leave, your job will be held open for your return and you will be entitled to your normal benefits under your employment contract, excluding remuneration. Pay entitlement during this period is set out below.

2 When does maternity leave start?

2.1 Maternity leave can start no earlier than 11 weeks before the Expected Week of Childbirth ("EWC"), unless you give birth early or when medical reasons require you to begin maternity leave early. If you are absent from work wholly or partly because of your pregnancy in the four weeks preceding the EWC, maternity leave automatically starts from the first day of absence. If you give birth before maternity leave was due to start, maternity leave commences on the date of the birth.

2.2 Before taking maternity leave, you also have the right to reasonable time off with pay for attending ante-natal appointments. Wherever possible you are encouraged to arrange appointments to minimise the amount of time off required, such as at the beginning or end of the working day.

3 Compulsory maternity leave

3.1 You cannot work at all for two weeks after you have given birth.

4 Statutory Maternity Pay

4.1 To be eligible for Statutory Maternity Pay ("SMP") whilst on ordinary maternity leave, you must:

4.1.1 have been continuously employed by Southern Rock Adventures Ltd for at least 26 weeks ending with the 15th week preceding the EWC. In calculating whether there are 26 weeks of continuous employment, you may count your first week as a whole week even if your employment starts part way through that week.

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- 4.1.2 have average weekly earnings, for the period of eight weeks starting with the 22nd week before the EWC and ending with the 15th week before the EWC, of at least the National Insurance lower earnings limit that is in force at the end of this eight week period.
 - 4.2 If you are eligible for SMP and the birth is due on or after 01 April 2007, you will receive:
 - 4.2.1 90% of your average weekly earnings or the current rate of SMP, whichever is the higher, for 6 weeks;
 - 4.2.2 the current rate of SMP or 90% of your average weekly earnings, whichever is the lower, for 33 weeks.
 - 4.3 Pay during maternity leave will be paid in the normal manner and will be subject to deductions of income tax, pension contributions, if due, and National Insurance as usual. Payslips will be posted to your home address.
 - 4.4 You are required to provide Southern Rock Adventures Ltd with a copy of MATB1 (available from the 26th week of pregnancy from your doctor or midwife) in order to receive SMP. If you do not qualify for SMP, you should contact the DSS, as you may be eligible for State Maternity Allowance.
 - 4.5 You are entitled to receive SMP regardless of whether you intend to return to work, but payment will stop if you do any work (other than the ten permitted keeping in touch days referred to below), are taken into custody or die.

5 Contractual maternity pay

- 5.1 You will be entitled to contractual maternity pay as follows, which will include any SMP entitlement:
 - 5.1.1 6 weeks at 90% of your average weekly earnings, with the remaining weeks being paid at the SMP rates outlined above.

6 Additional maternity leave

- 6.1 If the birth is due on or after 01 April 2007 you are entitled to extend your maternity leave so that it continues for 52 weeks after the first day of the week in which your baby is born regardless of your length of service. Additional maternity leave is unpaid once you have exhausted your entitlement to SMP as detailed above.

6.2 On returning from additional maternity leave, you have the right to return to your previous position. However, if the needs of the business mean that this is no longer feasible, e.g. your job becoming redundant, you will be offered a suitable vacancy where one exists with equally favourable conditions.

7 Stillbirth

7.1 If your baby dies or is stillborn after the 24th week of pregnancy, your entitlement to ordinary maternity leave, additional maternity leave and statutory maternity pay is unaffected.

8 Notification

8.1 In order to qualify for maternity leave and to assist Southern Rock Adventures Ltd's administration, you must provide the following to Mr. Mark Rhodes:

- 8.1.1 notification as soon as your pregnancy is confirmed so that guidance can be given on maternity leave entitlement;
- 8.1.2 evidence of ante-natal appointments and reasonable notice in advance, of the times and dates of appointments;
- 8.1.3 maternity certificate MATB1 (see above). No SMP will be payable without this certificate;
- 8.1.4 you must provide notification by the 15th week before your EWC of the fact that you are pregnant, the EWC and when you want to start your leave. Southern Rock Adventures Ltd will respond to your notification within 28 days.
- 8.1.5 notification as soon as possible of the date of birth of your baby so that Southern Rock Adventures Ltd can update its records and calculate the relevant return to work dates.

8.2 If you gave birth before 01 April 2007 and you wish to return to work before the end of either ordinary or additional maternity leave, you are required to give 28 days notice in writing of your intention to do so to Mr. Mark Rhodes. If you do not, Southern Rock Adventures Ltd may postpone your return to allow for 28 days' notice to be secured or until the end of the maternity leave period, whichever occurs sooner.

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- 8.3 If you gave birth on or after 01 April 2007 and you wish to return to work before the end of your maternity leave, you are required to give 8 weeks notice in writing of your intention to do so to Mr. Mark Rhodes. If you do not, Southern Rock Adventures Ltd may postpone your return to allow for 8 weeks notice to be secured or until the end of the maternity leave period, whichever occurs sooner.
- 8.4 If you are unable to return to work at the end of either ordinary or additional maternity leave due to sickness, you must contact Mr. Mark Rhodes and provide an appropriate doctor's certificate.

9 Working during maternity leave

- 9.1 If you gave birth on or after 01 April 2007 then, after the completion of your compulsory maternity leave period, you may request to work for up to ten days during your maternity leave. The purpose of this entitlement is to enable you to keep in touch with Southern Rock Adventures Ltd during your absence.
- 9.2 Southern Rock Adventures Ltd may keep in touch with you during your maternity leave, for example to discuss your return to work. In the case of births that took place on or after 01 April 2007, this will not count towards your permitted ten working days.

Giving misleading or false information to get maternity leave is a very serious matter and will be treated by Southern Rock Adventures Ltd as a disciplinary matter which may, in certain circumstances, constitute gross misconduct.