

MATERNITY RIGHTS FACT SHEET FOR MEMBERS WHO WORK IN BT



CWU POLICY

This is a CWU fact sheet on Maternity Rights for CWU members who work in BT. This is the enhanced rights on the statutory rights. BT offers most employees who are on maternity leave payment at a level in excess of the statutory minimum. There are different levels of pay depending on your length of continuous service with BT.

Less than 26 weeks continuous service as at the 15th week before your baby is due:

The Maternity team will provide you with an SMP1 form that you should take to your Department of Works & Pension (DWP) who will be able to advise you of any benefits that you are entitled to.

More than 26 weeks continuous service as at the 15th week before your baby is due:

If you have more than 26 weeks service as at the 15th week before your baby is due, your pay whilst you are on maternity leave will consist of:

18 weeks basic pay*, followed by 8 weeks half pay, followed by 26 weeks Maternity Allowance. Please go to www.direct.gov.uk for confirmation of the latest allowance amounts.

Any maternity payment from BT is an average of the employees previous 6 months, including any allowances but excluding overtime.

**If 90% of your average total earnings during the qualifying period (the two months prior to the 15-week prior to your expected week of childbirth) is greater than your basic pay you will receive this for the first 6 weeks.*

Miscarriage, Still Birth or Neonatal Death

A miscarriage, still birth or neonatal death is a sad and traumatic event in anyone's life. SANDS (The Stillborn and Neonatal Death Society) are a charity set up to help grieving parents, and you may wish to consider contacting their helpline on **020 7436 5881** or visit the website **www.uk-sands.org**. Alternatively, you can speak to a counsellor from BT's Employee Assistance Programme on **0800 9176767**.

Stillbirth or miscarriage before the 25th week of pregnancy

If a woman miscarries her baby earlier than the 24th week of her pregnancy, she will not qualify for any maternity leave, Statutory Maternity Pay or Maternity Allowance. If she takes a period of sickness absence from work, she should be paid her contractual sick pay or Statutory Sick Pay if there is no contractual sick pay scheme.

Stillbirth from the 25th week of pregnancy onwards

If a woman has a stillbirth from the 24th week of pregnancy onwards, she would be eligible for maternity leave, Statutory Maternity Pay or Maternity Allowance in the usual way.

Birth of a living child before the 25th week of pregnancy onwards

If a woman gives birth prematurely to a living child, even in cases where the baby later dies, at any point in her pregnancy, she will be entitled to maternity leave, Statutory Maternity Pay or Maternity Allowance in the usual way.

We will still need your MATB1 certificate from your midwife. Your return to work will take place as normal.

Keeping in touch

Whilst you are on leave we would like to keep you up to date with what is going on at work. You should discuss any practical arrangements for this, with your manager, prior to starting your leave.

Maternity leave – effect on other benefits

You should review your payslip and ensure that you have made arrangements regarding all voluntary contributions due during your Maternity Leave. Guidance for the most common schemes is given below.

Salary Reviews

While you are on maternity leave, you will be included in the pay review process, and guidance will be issued to your line manager from HR at the time of the pay review.

Bonus – Sales community

- If you are a member of the Sales or Client Management Job Family and subject to a Sales Pay Plan please refer to your Pay Plan's Terms and Conditions.
- If you are in the sales community in a grade represented by the CWU, and through contractual bonus schemes receive bonuses based on 10% OTB or higher.
- A monthly payment will be made during the first 18 weeks of your maternity leave that equates to your average monthly bonus earnings over the previous 12 month period. This will be followed by a monthly payment that equates to 50% of this amount for the following 8 weeks maternity leave.
- Entitlement for people who have yet to complete a 12 month period is as follows:

For people with less than 6 months bonus record they will receive a monthly payment of 70% of their OTB for 18 weeks, followed by 8 weeks at 35%

For people with more than 6 months bonus record they will receive a monthly payment based on their monthly bonus payments during that period (i.e. total bonus paid/number of months).