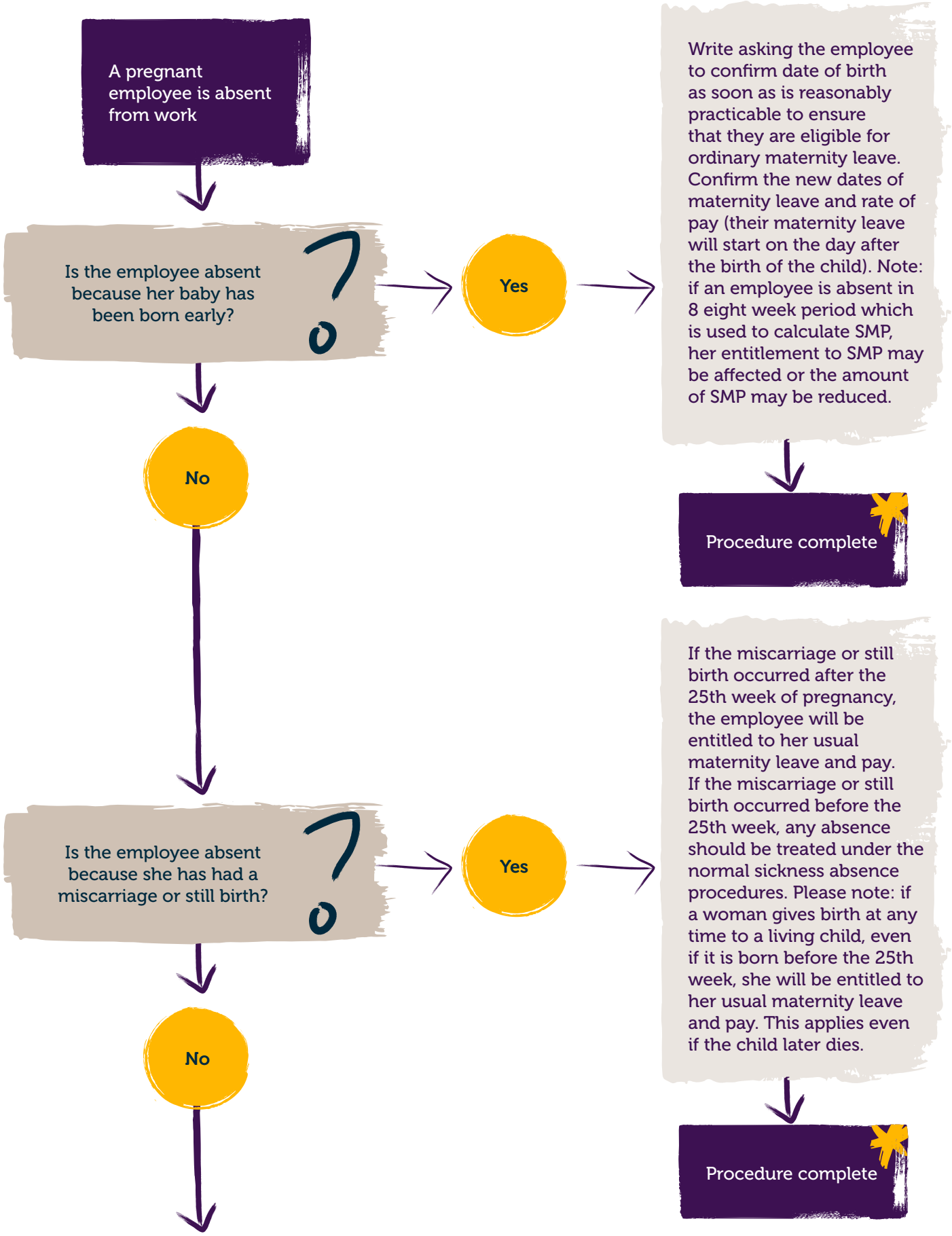


# Managing a pregnant employee's absence



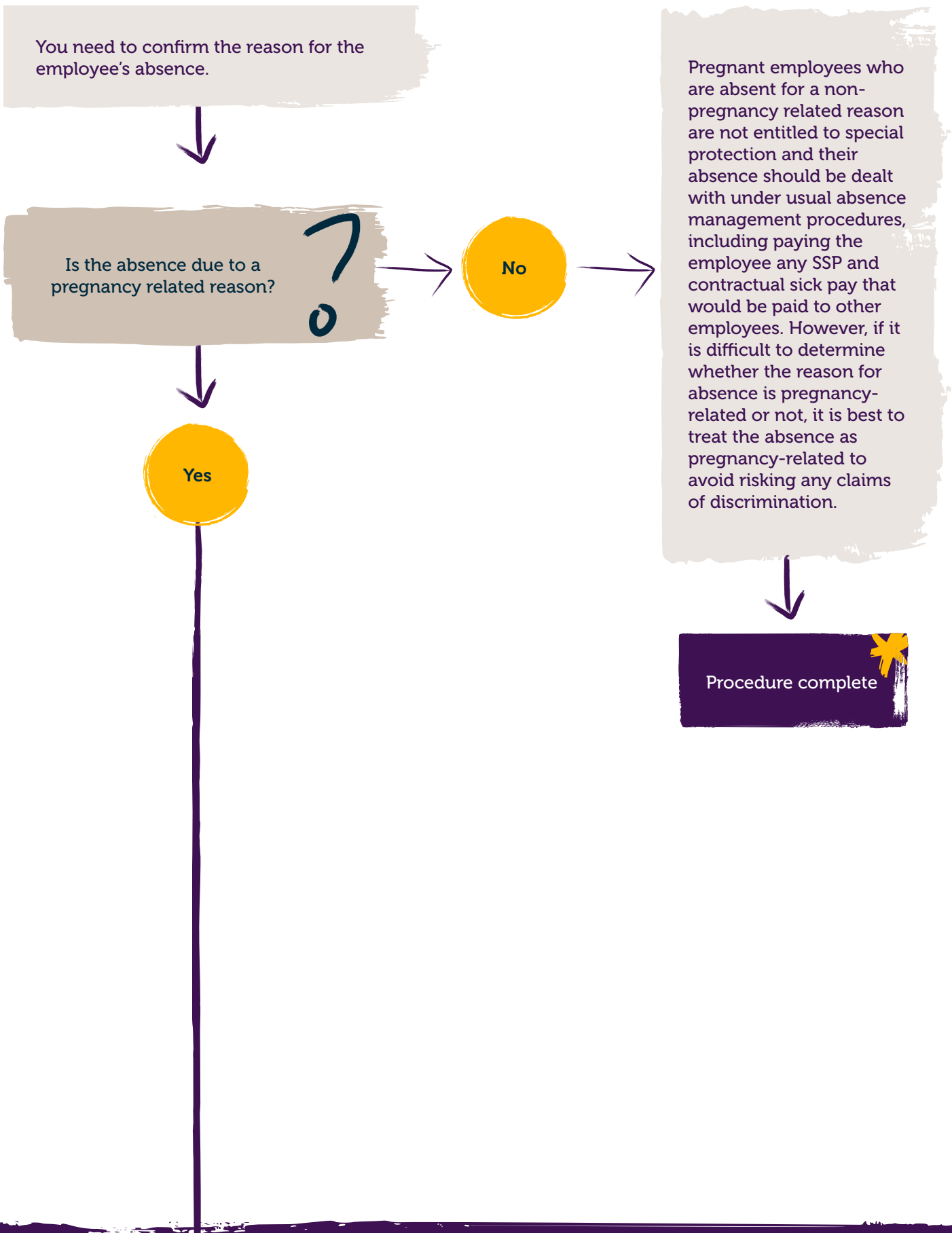
Write asking the employee to confirm date of birth as soon as is reasonably practicable to ensure that they are eligible for ordinary maternity leave. Confirm the new dates of maternity leave and rate of pay (their maternity leave will start on the day after the birth of the child). Note: if an employee is absent in 8 eight week period which is used to calculate SMP, her entitlement to SMP may be affected or the amount of SMP may be reduced.

Procedure complete

If the miscarriage or still birth occurred after the 25th week of pregnancy, the employee will be entitled to her usual maternity leave and pay. If the miscarriage or still birth occurred before the 25th week, any absence should be treated under the normal sickness absence procedures. Please note: if a woman gives birth at any time to a living child, even if it is born before the 25th week, she will be entitled to her usual maternity leave and pay. This applies even if the child later dies.

Procedure complete

# Managing a pregnant employee's absence



# Managing a pregnant employee's absence

