

Maternity Leave Process North Region

For all DDiT's employed by NHS Grampian (including trainees on the following National programmes:

- Child and Adolescent Psychiatry - National
- Old Age Psychiatry - National
- Intellectual Disability Psychiatry - National
- Medical Psychotherapy
- Medical Ophthalmology – National
- Urology (East/ North regional programmes)
- ENT (East/ North regional programmes)
- East Medical Microbiology (East/ North regional programmes)

Maternity Leave Process

- DDiT must read the NHS Grampian Maternity Leave Policy, FAQ and the maternity leave checklist.
- DDiT to inform manager of their pregnancy and discuss when she expects to commence her maternity leave.
- Manager must undertake a risk assessment for the pregnant DDiT.
- DDiT to contact the NHS Grampian maternity leave coordinator to advise your expected date of delivery via nhsg.maternityservicegrampian@nhs.net.

DDiT who participates in the NHS Salary Sacrifice Childcare Voucher Scheme or Employer Supported Childcare Scheme should consider to either continue in this scheme (which will reduce the amount of statutory maternity pay due) or opt-out in weeks 17-25 of your pregnancy.

DDiT to complete, between 15th and 20th week before the Expected Date of Confinement, the maternity leave application form Part A only. This should be scanned and emailed to nhsg.maternityservicegrampian@nhs.net or alternatively posted to Maternity Leave Coordinator, Westholme, Woodend Hospital, Queens Road, Aberdeen, AB15 6LS.

NHS Grampian maternity co-ordinators will check eligibility and complete part B and C of the application form. The application form will be emailed to the DDiT notifying entitlement options.

DDiT to confirm with the maternity coordinator the maternity option they wish to accept and inform their manager. Part D of the application form is appropriately signed and returned to the maternity coordinator **by post** to the address above along with the MAT B1 Certificate. Please note scanned copies of MATB1 are not acceptable.

NHS Grampian maternity co-ordinators email a copy of the completed signed form back to the trainee for their records and will provide a copy to the DDiT's manager and NES Deanary.

- DDiT to communicate with Manager regarding any changes to maternity leave start date (e.g. due to early delivery).
- Manager to inform changes to NHS Grampian maternity coordinators via email.
- Responsibility for DDiT remains with EB during maternity leave.

↓

DDiT commences maternity leave and Manager records this leave in SSTS.

↓

If DDiT chose undecided maternity leave option, the maternity coordinator will contact the DDiT 7 weeks after the expected delivery date to establish DDiT's final decision.

Keep in Touch days Process

Manager to record in SSTS any Keep in Touch Days the DDiT works in order for these to be paid.

Return to Work from Maternity Leave Process

- If DDiT plans to take less than 12 months' maternity leave they must notify their manager/PB HR in order that annual leave/public holiday entitlement can be calculated.
- DDiT will communicate with their Manager, in writing, regarding their return to work.
- Manager/**PB HR** then ends the maternity leave absence on SSTS, completes a change form and forwards this to NHS Grampian Payroll Department advising the date which the DDiT will return to work.