



### Maternity Leave and Pay Policy

**Committee** Personnel

**Date of meeting** 8 November 2024

**Date of report** 1 October 2024

#### Report by Director of Finance & Corporate Support

#### 1. Object of report

To request the Committee approve the revised Maternity Leave and Pay Policy, which has already been through formal consultation with the recognised Trade Unions.

#### 2. Background to report

2.1 The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 came into force in Scotland, England and Wales on 6 April 2024.

2.2 SPT's Maternity Leave and Pay Policy complies with the revised Maternity Leave, Adopt Leave and Shared Parental Leave (Amendment) Regulations 2024.

2.3 SPT's recognised Trades Unions have been consulted on the new Maternity Leave and Pay Policy and Guidance prior to implementation.

#### 3. Outline of proposals

3.1 The Maternity Leave and Pay Policy confirms that the Maternity Leave Policy and Pay Scheme applies to all pregnant employees of Strathclyde Partnership for Transport provided they meet the eligibility criteria.

3.2 The Maternity Leave Policy and Pay scheme does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3.3 The policy has been updated to reflect the increased protection for pregnant employees against redundancy. Protection now begins on the day the employer is first notified of the employee's pregnancy and ends 18 months after the date of the child's birth.

3.4 The policy confirms that any holiday entitlement for the year of maternity leave which is not taken before starting maternity leave can be carried over to the next holiday year but must be taken immediately before returning to work or within three months of returning to work.

3.5 A summary of the recommended changes is attached at Appendix 1 with the full revised Maternity Leave and Pay Policy attached at Appendix 2.

#### 4. Committee action

The committee is recommended to approve the attached Maternity Leave and Pay Policy, which has already been through formal consultation with the recognised Trade Unions.

#### 5. Consequences

Policy consequences	<i>The revised Maternity Leave and Pay Policy and Guidance documents to be implemented to ensure SPT complies with the Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024.</i>
Legal consequences	<i>Maternity Leave and Pay Policy and Guidance comply with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to ensure the changes are communicated to all SPT employees.</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not introducing revised Maternity Leave and Pay Policy and Guidance may result in non-compliance with the Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024.</i>
Climate Change, Adaptation & Carbon Consequences	<i>None directly.</i>

**Name** Lesley Aird

**Title** **Director of Finance & Corporate Support**

**Name** Valerie Davidson

**Title** **Chief Executive**

For further information, please contact *Lesley Aird, Director of Finance & Corporate Support*, on 0141-333 3380 or *Janice Morgan, Head of HR*, on 0141-333 3414.

## APPENDIX 1

### Summary of Changes to Maternity Leave and Pay Policy

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
1.	1.	<b>Introduction</b>		
			Review/Update	<p>Line 2 Insert “The purpose of this policy is to outline the statutory rights and responsibilities of employees who are pregnant or have recently given birth and set out the arrangements for pregnancy-related sickness, health and safety, and maternity leave.”</p> <p>Line 2 from “There are three” becomes para 2</p> <p>Line 3 from “This Policy complies” becomes para 3, Insert “This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.”</p> <p>Para 5, after line 3 “afterwards” Insert “provided they comply with the notification requirements set out in Paragraph 4.”</p>
2.	9	<b>SPT’s Maternity Leave and Pay Scheme</b>		
			Renumbered to 9 - Review/Update	Point 2 moved in entirety to Point 9
3.	17	<b>Reckonable Service</b>		

<b>Current Section No.</b>	<b>New Section No.</b>	<b>Contents</b>	<b>Reason for Changes</b>	<b>Revised/Key features</b>
			Renumbered to 17 - Review/Update	Point 3 moved in entirety to Point 17.
	<b>2.</b>	<b>Who does this Policy apply to?</b>		
			New section added	Insert "This Scheme applies to all pregnant employees of Strathclyde Partnership for Transport provided they meet the eligibility criteria. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns."
	<b>3</b>	<b>Stillbirth and Neonatal loss</b>		
			New section added	You are entitled to maternity leave in accordance with this policy if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss). If eligible, you will also be entitled to maternity pay in accordance with Paragraph 4.
<b>4</b>	<b>4</b>	<b>Notification</b>		
			Review/Update	Para 2 Line 1, after "By the end of", insert "15th week before the week that you expect to give birth (Qualifying Week),"  Bullet point 2, before her expected week of childbirth, Insert "the week, starting on a Sunday, in which your

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				<p>doctor or midwife expects you to give birth (her Expected Week of Childbirth),”</p> <p>Bullet Point 3after maternity leave, Insert “(Intended Start Date)”</p> <p>Para 4 after also provide, Delete ‘medical evidence’ and Insert “a certificate from a doctor or midwife (usually on a MAT B1 form) confirming your Expected Week of Childbirth.”</p>
5.	6.	<b>Time Off for Ante-Natal Care</b>		
			Renumbered to 6	Text unchanged
7	5	<b>Sickness Absence</b>		
			Review/Update	<p>Para 1, line 1 Delete “If an employee is absent from work during pregnancy owing to sickness, she will receive normal statutory or contractual sick pay in the same manner as she would during any other sickness absence provided that she has not yet begun ordinary maternity leave.”</p> <p>Line 3 delete “If, however, the employee is absent from work due to a pregnancy-related illness during after the beginning of the fourth weeks before her expected week of childbirth, her maternity leave will start automatically.” And Insert after below insertions *</p>

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				<p>“If the employee is absent from work due to a pregnancy-related reason during the four weeks before her Expected Week of Childbirth, her maternity leave will start automatically.”</p> <p>*Insert “Periods of pregnancy-related sickness absence shall be paid in accordance with your contract of employment in the same manner as any other sickness absence.</p> <p>*Periods of pregnancy-related sickness absence from the start of your pregnancy until the end of your maternity leave will be recorded separately from other sickness records and will be disregarded in any future employment-related decisions.”</p> <p>Delete “If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify the Human Resources Department in writing of this as soon as reasonably practicable. Refer to SPT’s Maternity Leave and Pay Guidance, Section 5. for further details.”</p>
6.	7.	<b>Timing of Maternity Leave</b>		
			Review/Update	Para 1, line ‘Maternity leave ... move to para 4, insert “You can postpone your Intended Start Date by informing us in writing at least 28 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable.

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				<p>You can bring forward the Intended Start Date by informing us at least 28 days before the new start date, or if that is not possible, as soon as reasonably practicable.”</p> <p>Bullet Point 1, delete chosen start date &amp; insert “Intended Start Date (if notified to us in accordance with this policy)”</p> <p>Bullet point 3, delete from expected week &amp; Insert “Expected Week of Childbirth, unless SPT agrees to delay it.”</p> <p>After Para 2, insert “If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify the Human Resources Department in writing of this as soon as reasonably practicable. Refer to SPT’s Maternity Leave and Pay Guidance, Section 5, for further details.”</p> <p>After para 3 Insert “Shortly before your maternity leave starts we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave.”</p>
8.	10.	<b>Rights during Maternity Leave</b>		<b>Terms and Conditions during Maternity Leave</b>

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
			Review/Update	<p>Para 1 line 2 after “except”, insert “for the terms relating to pay” and delete “normal pay”</p> <p>End para 1, insert “In particular:</p> <ul style="list-style-type: none"> <li>(a) Annual leave entitlement under your contract shall continue to accrue; and</li> <li>(b) Pension contributions will continue to be paid.”</li> </ul> <p>Delete Para 2 &amp; move to under new point 11 below, Annual Leave where it is deleted “This means that, while sums payable by way of salary will cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue and pension contributions will continue to be paid.”</p> <p>Delete Para 4 and move to Para 2 in point 11 Annual leave “Employees are encouraged to take any outstanding holiday due to them before the commencement of maternity leave.”</p>
	<b>11</b>	<b>Annual Leave</b>		
			New section added	<p>Insert “During ordinary maternity leave and additional maternity leave, holiday entitlement will accrue at the rate provided under your contract.”</p> <p>Insert “Our holiday year runs from 1st January to 31<sup>st</sup> December. Employees are encouraged to take any outstanding holiday due to them before the commencement of maternity leave. You should discuss your holiday plans with your line manager in</p>

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				<p>good time before starting your maternity leave. All holiday dates are subject to approval by your line manager.</p> <p>In many cases a period of maternity leave will last beyond the end of the holiday year. Any holiday entitlement for the year that is not taken before starting your maternity leave can be carried over to the next holiday year and must be taken immediately before returning to work OR within three months of returning to work.”</p>
	<b>12</b>	<b>Redundancies during Maternity Leave</b>		
			New Section added	Insert “If your post is affected by a redundancy situation occurring whilst you are pregnant, during your leave, or in the 18 months following the Expected Week of Childbirth or the child’s birth date, we shall write to inform you of any proposals and shall invite you to a meeting before any final decision is reached as to redundancies.”
<b>9.</b>	<b>13.</b>	<b>Contact and Keeping in Touch Days during Maternity Leave</b>		
			Review/Update	<p>Para 1, Line 2 from “This may...” becomes Para 2</p> <p>Para 1, Line 4 from “Employees...” becomes Para 3  “Employees can agree to work for SPT, or attend training) for up to 10 days during their maternity leave.</p>

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				<p>Refer to SPT's Maternity Leave and Pay Guidance, Section 6. for further details.</p> <p>Para 3 amended to read "Employees can agree to work (for SPT, or attend training), for up to 10 "keeping in touch" days during their maternity leave without bringing their maternity leave to an end. This is not compulsory and must be discussed and agreed with your line manager. In any case, you must not work in the two weeks following birth. Refer to SPT's Maternity Leave and Pay Guidance, Section 6, for further details."</p>
<b>10.</b>	<b>14.</b>	<b>Returning to Work</b>		
			Review/Update	<p>Delete Para 1, sentence 1 and 2 "The employee may return to work at any time during ordinary maternity leave or additional maternity leave, provided that she gives the appropriate notification. Alternatively, the employee may take her full period of maternity leave entitlement and return to work at the end of this period."</p> <p>Insert "Once the employee has notified SPT in writing of her Intended Start Date, SPT shall send a letter within 28 days to inform her of your Expected Return Date.</p> <p>If an employee's start date has been changed (either because she gave notice to change it, or because maternity leave started early due to illness or premature childbirth) SPT shall write to the employee</p>

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				<p>within 28 days of the start of maternity leave with a revised Expected Return Date.”</p> <p>Para 1, sentence 3, “If the employee wishes to return before the full period of maternity leave has elapsed, she must give at least eight weeks’ notice in writing to SPT of the date on which she intends to return. Refer to SPT’s Maternity Leave and Pay Guidance, Section 7. for further details.” Amended to “If an employee wishes to return before the full period of maternity leave has elapsed, she must give at least eight weeks’ notice in writing to SPT of the date on which she intends to return. If you do not give enough notice, we may postpone your return date until eight weeks after you gave notice, or to the Expected Return Date if sooner. Refer to SPT’s Maternity Leave and Pay Guidance, Section 7, for further details.</p> <p>Insert “You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.</p> <p>An employee is normally entitled to return to work in the same position as she held before commencing leave. Her terms of employment shall be the same as they would have been had you not been absent.</p> <p>However, if an employee has taken any period of AML or more than four weeks’ parental leave, and it is not reasonably practicable for SPT to allow you to return into the same position, SPT may give you another</p>

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				suitable and appropriate job on terms and conditions that are not less favourable.”
	<b>15.</b>	<b>Deciding not to return</b>		
			New Section added	<p>Insert “If an employee does not intend to return to work, or is unsure, it is helpful if this is discussed with SPT as early as possible. If an employee decides not to return to work she should give her notice of resignation in accordance with her contract. The amount of maternity leave remaining at the time when notice is given must be least equal to the contractual notice period, otherwise the employee may be required to return to work for the remainder of the notice period.</p> <p>Once you have given notice that you will not be returning to work, you cannot change your mind without our agreement.</p> <p>This does not affect your right to receive SMP.”</p>
<b>11.</b>	<b>16</b>	<b>Shared Parental Leave</b>		
			Review/Update	Line 4 highlight “ <b>Refer to SPT’s Shared Parental Leave and Pay Guidance for further details.</b> ”
<b>12.</b>	<b>18.</b>	<b>Data Protection and UK GDPR</b>		
			No change	
<b>13.</b>	<b>19.</b>	<b>Review and Update</b>		

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
			Review/Update	Change from “This policy will be reviewed and updated as appropriate by the Assistant Chief Executive” to “Director of Finance & Corporate Support.”
14.	20.	<b>Approval (Signature and Date)</b>		
			Review/Update	Change from “Director of Finance & HR” to “Director of Finance & Corporate Support”

## STRATHCLYDE PARTNERSHIP FOR TRANSPORT

### MATERNITY LEAVE AND PAY POLICY

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
0.06	Updated to reflect current legislation and organisational changes.	Karen McGarrity, HR Advisor	01/06/2020
0.07	Updated to reflect changes to Data Protection legislation	Janice Morgan, Head of HR	08/02/2021
0.08	Updated to reflect current legislation and organisational changes.	Louise Mackintosh, HR Advisor	19/08/2024



## **1. Introduction**

This Policy sets out Strathclyde Partnership for Transport's Scheme for Maternity Leave and Pay. The purpose of this policy is to outline the statutory rights and responsibilities of employees who are pregnant or have recently given birth and sets out the arrangements for pregnancy-related sickness, health and safety, and maternity leave.

There are three levels within this scheme which incorporate an employee's statutory entitlements but also provide additional benefits to those employees who meet the eligibility criteria.

This policy complies with relevant legislation. This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

This Scheme applies to all pregnant employees of Strathclyde Partnership for Transport provided they meet the eligibility criteria.

All pregnant employees, regardless of length of service have the right to take up to 26 weeks' ordinary maternity leave and up to a further 26 weeks' additional maternity leave and to resume work afterwards provided they comply with the notification requirements set out in Paragraph 4. The employee is therefore entitled to a total period of 52 weeks' maternity leave. Additional maternity leave follows on immediately from the end of the ordinary maternity leave.

All employees who take maternity leave have the right to return to work at any time during either ordinary maternity leave or additional maternity leave, except during the first two weeks from the day of childbirth, subject to their following the correct notification procedures.

All employees have the right not to be subjected to a detriment on the grounds of pregnancy, childbirth or maternity, irrespective of hours of work or length of service.

Further information on maternity leave and pay can be found in SPT's Maternity Leave and Pay Guidance which is available at <http://spt.intranet.uk/library/policies-guidance/> or from the Human Resources Department.

## **2. Who does this policy apply to?**

This Scheme applies to all pregnant employees of Strathclyde Partnership for Transport provided they meet the eligibility criteria. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

## **3. Stillbirth and Neonatal loss**

You are entitled to maternity leave in accordance with this policy if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss). If eligible, you will also be entitled to maternity pay in accordance with Paragraph 4.



#### **4. Notification**

There are important health and safety considerations for SPT arising from pregnancy. Refer to SPT's Maternity Leave and Pay Guidance, Section 9. for further details. An employee should notify her line manager, as soon as possible, if she is pregnant.

By the end of the 15th week before the week that you expect to give birth (Qualifying Week), or as soon as reasonably practicable afterwards, the employee is required to inform the Human Resources Department in writing of:

- the fact that she is pregnant;
- the week, starting on a Sunday, in which your doctor or midwife expects you to give birth (her Expected Week of Childbirth); and
- the date on which she intends to start her maternity leave (Intended Start Date).

The employee must also provide a certificate from a doctor or midwife (usually on a MAT B1 form) confirming your Expected Week of Childbirth. Refer to SPT's Maternity Leave and Pay Guidance, Section 2, for further details.

#### **5. Sickness Absence**

Periods of pregnancy-related sickness absence shall be paid in accordance with your contract of employment in the same manner as any other sickness absence.

Periods of pregnancy-related sickness absence from the start of your pregnancy until the end of your maternity leave will be recorded separately from other sickness records and will be disregarded in any future employment-related decisions.

If the employee is absent from work due to a pregnancy-related reason during the four weeks before her Expected Week of Childbirth, her maternity leave will start automatically.

#### **6. Time Off for Ante-Natal Care**

Once an employee has informed the Human Resources Department that she is pregnant, she will be entitled not to be unreasonably refused paid time off work to attend antenatal appointments as advised by her doctor, registered midwife or registered health visitor. Refer to SPT's Maternity Leave and Pay Guidance, Section 3, for further details.

#### **7. Timing of Maternity Leave**

Ordinary maternity leave can start at any time after the beginning of the 11<sup>th</sup> week before the employee's expected week of childbirth (unless her child is born prematurely before that date in which case it will start earlier).

You can postpone your Intended Start Date by informing us in writing at least 28 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable.

You can bring forward the Intended Start Date by informing us at least 28 days before the new start date, or if that is not possible, as soon as reasonably practicable.



Maternity leave will start on whichever date is the earlier of:

- the employee's Intended Start Date (if notified to us in accordance with this policy);
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the Expected Week of Childbirth, unless SPT agrees to delay it.

If the employee gives birth before her maternity leave was due to start, she must notify the Human Resources Department in writing of the date of the birth as soon as reasonably practicable.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify the Human Resources Department in writing of this as soon as reasonably practicable. Refer to SPT's Maternity Leave and Pay Guidance, Section 5, for further details.

The law obliges all employees to take a minimum of two weeks of maternity leave immediately after the birth of the child. Refer to SPT's Maternity Leave and Pay Guidance, Section 4, for further details.

Shortly before your maternity leave starts, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave.

## **8. Sickness Absence**

If an employee is absent from work during pregnancy owing to sickness, she will receive normal statutory or contractual sick pay in the same manner as she would during any other sickness absence provided that she has not yet begun ordinary maternity leave. If, however, the employee is absent from work due to a pregnancy-related illness after the beginning of the fourth week before her expected week of childbirth, her maternity leave will start automatically.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify the Human Resources Department in writing of this as soon as reasonably practicable. Refer to SPT's Maternity Leave and Pay Guidance, Section 5. for further details.

## **9. SPT's Maternity Leave and Pay Scheme**

SPT operates a Maternity Leave and Pay Scheme which has three levels. Refer to SPT's Maternity Leave and Pay Guidance, Section 1. for further details.

## **10. Terms and Conditions during Maternity Leave**

During ordinary maternity leave and additional maternity leave, all terms and conditions of the employee's contract, except for the terms relating to pay, will continue. Salary will be replaced by statutory maternity pay if the employee is eligible for it. In particular:

- (a) Annual leave entitlement under your contract shall continue to accrue; and
- (b) Pension contributions will continue to be paid.



Employees may be required to return company mobile phones that have been allocated to them during a period of maternity leave.

## **11. Annual Leave**

During ordinary maternity leave and additional maternity leave, holiday entitlement will accrue at the rate provided under your contract.

Our holiday year runs from 1 January to 31 December. Employees are encouraged to take any outstanding holiday due to them before the commencement of maternity leave. You should discuss your holiday plans with your line manager in good time before starting your maternity leave. All holiday dates are subject to approval by your line manager.

In many cases a period of maternity leave will last beyond the end of the holiday year. Any holiday entitlement for the year that is not taken before starting your maternity leave can be carried over to the next holiday year and must be taken immediately before returning to work OR within three months of returning to work.

## **12. Redundancies during Maternity Leave**

If your post is affected by a redundancy situation occurring whilst you are pregnant, during your leave, or in the 18 months following the Expected Week of Childbirth or the child's birth date, we shall write to inform you of any proposals and shall invite you to a meeting before any final decision is reached as to redundancies.

## **13. Contact and Keeping in Touch Days during Maternity Leave**

SPT reserves the right to maintain reasonable contact with employees during maternity leave.

This may be to discuss employees' plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.

Employees can agree to work (or attend training) for up to 10 "keeping in touch" days without bringing their maternity leave to an end. This is not compulsory and must be discussed and agreed with your line manager. In any case, you must not work in the two weeks following birth. Refer to SPT's Maternity Leave and Pay Guidance, Section 6, for further details.

## **14. Returning to Work**

Once the employee has notified SPT in writing of her Intended Start Date, SPT shall send a letter within 28 days to inform her of your Expected Return Date.

If an employee's start date has been changed (either because she gave notice to change it, or because maternity leave started early due to illness or premature childbirth) SPT shall write to the employee within 28 days of the start of maternity leave with a revised Expected Return Date.



If an employee wishes to return before the full period of maternity leave has elapsed, she must give at least eight weeks' notice in writing to SPT of the date on which she intends to return. If you do not give enough notice, we may postpone your return date until eight weeks after you gave notice, or to the Expected Return Date if sooner. Refer to SPT's Maternity Leave and Pay Guidance, Section 7, for further details.

You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.

An employee is normally entitled to return to work in the same position as she held before commencing leave. Her terms of employment shall be the same as they would have been had you not been absent.

However, if an employee has taken any period of AML or more than four weeks' parental leave, and it is not reasonably practicable for SPT to allow you to return into the same position, SPT may give you another suitable and appropriate job on terms and conditions that are not less favourable.

## 15. Deciding not to Return

If an employee does not intend to return to work, or is unsure, it is helpful if this is discussed with SPT as early as possible. If an employee decides not to return to work, she should give her notice of resignation in accordance with her contract. The amount of maternity leave remaining at the time when notice is given must be least equal to the contractual notice period, otherwise the employee may be required to return to work for the remainder of the notice period.

Once you have given notice that you will not be returning to work, you cannot change your mind without our agreement.

This does not affect your right to receive SMP.

## 16. Shared Parental Leave

If an employee has returned to work or has served notice to curtail her maternity leave, her spouse, civil partner or partner may be eligible to take shared parental leave (and statutory shared parental pay) once she has returned to work. **Refer to SPT's Shared Parental Leave and Pay Guidance for further details.**

If an employee has returned to work or has served notice to curtail her maternity leave, her spouse, civil partner or partner may be eligible to take shared parental leave (and statutory shared parental pay) once she has returned to work. Refer to SPT's Shared Parental Leave and Pay Guidance for further details.

## 17. Reckonable Service

SPT complies with the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Orders with regard to reckonable service.



## 18. Data Protection and UK GDPR

SPT will comply with the principles for processing personal data in line with its Data Protection Policy and applicable Data Protection legislation. Any data collected from the point at which an employee informs the organisation that they are expecting will be held securely and accessed by, or disclosed to, individuals only for the purpose of managing their maternity leave and pay. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with SPT's Information Security Incident reporting process immediately.

## 19. Review and Update

This policy will be reviewed and updated as appropriate by the Director of Finance & Corporate Support.

## 20. Approval (Signature and Date)

Sign:

Print: **Lesley Aird**

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Date:

Designation: **Director of Finance  
& Corporate Support**

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