

## Maternity Absences

Information regarding maternity leave policy and procedure can be found at:  
<http://www.admin.cam.ac.uk/offices/personnel/policy/maternity.shtml>

Information for an employee who is going on maternity leave will be recorded on the Maternity Leave Application form CHRIS/60. The details will be recorded in the Maternity Leave Database in order to produce the employees' letters. A copy of the form and letter is sent to Payroll, who enters the details into Trent.

An automatic synchronisation process will be run to report on any discrepancies between the two systems.

### 1. To record the maternity details in Trent

Follow the initial steps as previously described, ensuring you select the Maternity group.

**Navigate:**    **Organisation > People (find individual) > Absence > Personal Absence list > New Absence details**



Trent will display the maternity absence details page.

This page is used to create and maintain the information recorded about a maternity absence or to update the recorded dates and details. You can record the following information:

- Expected birth date
- Issue date of MATB1 (medical evidence of the pregnancy)
- Maternity absence start and end dates
- Date of childbirth
- Amend the MPP(Maternity Payment Period) start date if required

<b>Maternity absence details:</b>	Name:	Job title: Research Associate
	Social security number:	Pay ref: 10103030
		Pers ref: 10103030
<b>Absence dates</b>		
Expected birth date	<input type="text" value="03/05/2007"/>	
Issue date of MATB1	<input type="text" value="18/01/2007"/>	
<b>Calculated maintenance details</b>		
Expected week of childbirth	29/04/2007	
Earliest MPP start	11/02/2007	
Qualifying week commences	14/01/2007	
Earliest allowed MATB1 date	10/12/2006	
<b>Key maternity dates</b>		
Maternity absence start date	<input type="text" value="29/04/2007"/>	
Maternity absence end date	<input type="text"/>	
MPP start date	<input type="text" value="29/04/2007"/>	
MPP end date	26/01/2008	
OML end date	27/10/2007	
AML end date	26/04/2008	
<b>Additional information</b>		
Actual date of childbirth	<input type="text"/>	
Stillbirth	<input type="checkbox"/>	
Absence scheme type	<input type="text" value="Maternity Scheme"/>	
Reason for early absence	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Delete"/>		

Trent calculates and displays the following dates used in SMP (Statutory Maternity Pay) processing:

- Expected week of childbirth
- Qualifying week
- Earliest MPP (Maternity Payment Period)
- Earliest allowed MATB1

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## 1.1 Additional Maternity Information

Maternity is covered by statutory regulations that determine whether a woman is entitled to receive SMP payments from her employer for her maternity leave. Use the Maternity Absence page to enter information, as it becomes available, during the course of a woman's pregnancy.

### 1. To enter the expected birth date:

The first step in recording a woman's maternity details will usually be to record the date on which she expects to give birth. Once you have entered this date, Trent can calculate the other dates that decide whether she qualifies for SMP and when she can start to receive it.

### 2. To enter MATB1 details:

After the 20<sup>th</sup> week of a woman's pregnancy she will be issued a MATB1 certificate by her doctor or midwife. Once she has received it she must pass it on to her employer. You can then record the details in Trent.

### 3. To enter maternity absence dates:

Once an employee has informed you of the dates she intends to take her maternity leave, you can enter them on the Maternity Absence page. If the woman is not intending to return to work for you, she may only provide you with an absence start date. It is recommended that you only put in a start date initially and that the end date is added when the person actually returns.

### 4. To enter the actual date of childbirth:

When the employee has informed you of the date she gave birth you can enter this on the Maternity Absence page.

### 5. To enter maternity absence dates for an early birth:

If the employee gives birth either in or before the 15<sup>th</sup> week of before the baby's due date, maternity leave and the SMP pay period will start on the day after the date of the birth. Enter the actual date of the birth and select 'Premature birth' from the pick list of early absences.

However, if the baby is born after the 15<sup>th</sup> week before it is due, but before the employee was due to start her maternity leave (including where she had not yet advised when her maternity leave would start) the MPP starts on the day after the date of birth. Additionally in this case no entry needs to be recorded in the 'Reason for Early Absence' type field. Trent will then complete the MPP start and end dates as appropriate.

### 6. Pregnancy-related illness

If the employee is off work sick because of her pregnancy and the absence continues into or starts within the four week period starting on the Sunday of the 4<sup>th</sup> week before the baby is due, the MPP and her maternity leave start on the day

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after the first complete day of absence from work within the four week period.

You should enter the Maternity absence start date and select 'Pregnancy-related illness' from the drop down list under Reason for early absence. Trent will then complete the MPP start and end dates as appropriate.

7. To enter a stillbirth:

If an employee's baby is stillborn she may still qualify for SMP. In some cases SSP may be payable instead.

8. The system will not always assume that a change to the Maternity start date is to be reflected against the MPP start date. If this is the case, a manual change will be necessary.

### **1.2 Personal Absence Calculation**

Once you have saved the absence details, click **Person Absence Calculation** (as the absence is open-ended at this stage, use the last day of the current pay period as the 'calculate to' date) and then click the Calculate button and Trent will calculate the payment values for the absence.

<p><b><u>Important Note:</u></b> Do not forget to enter the maternity absence end date once you have the details. Otherwise the absence will remain open indefinitely.</p>
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## 2. Keeping In Touch Days (KIT)

A member of staff whose baby is born on or after 1 April 2007 may, with the agreement of her Head of Department, carry out up to 10 days' work during her statutory maternity leave period without bringing her maternity leave to an end. In accordance with legislation, any work carried out on any day shall constitute a full day's work. This provision does not apply during the two week period commencing on and including the day on which childbirth occurs.

Work means any work done under the contract of employment and may include training, attending meetings and committees or any activity undertaken for the purposes of keeping in touch with the workplace.

It should be noted however, that this provision does not confer any right on the Institution concerned to require any work to be carried out during the statutory maternity leave period, nor any right on a member of staff to request work during this period. Also, there is no obligation on either the Institution or the member of staff to make use of these days.

Any days' work carried out will not have the effect of extending the total statutory maternity leave period.

Within Trent you can record details of any KIT days for which you will pay the female.

### 2.1 To Record Maternity Keeping in Touch (KIT) days

To enter KIT information you can use either of the navigation options shown:

**Navigate:**    **Organisation>People (Select a woman)>Absence**  
                  **>Personal absence list (Select the Maternity absence)**  
                  **>Maternity KIT days>New – KIT days details**

Or

**Navigate:**    **Organisation>Absence>Absence search (Select the maternity absence)**  
                  **>Maternity KIT days>New – KIT days details**

KIT days details: New	
<b>Absence dates</b>	
Expected week of childbirth	29/04/2007
Qualifying week commences	14/01/2007
MPP start date	29/04/2007
MPP end date	26/01/2008
<b>KIT values</b>	
Date	<input type="text"/>
Value	<input type="text"/>
SMP offset value	<input type="text"/>
SMP pay value	<input type="text"/>
Higher rate	<input type="checkbox"/>
<input type="button" value="Save"/>	

This form is used to record KIT days that you are paying the woman.

Recording KIT Days	
Field	Comments
Expected week of childbirth	Displays the recorded week of childbirth
Qualifying week commences	Displays the date when the SMP entitlement will start
MPP Start date	Maternity payment period start date
MPP End date	Maternity payment period end date
Date	The field holds the date of when the woman attended work as part of her KIT days
Value	Enter the value of the payment made to the woman for this KIT day. (see note 1 overleaf)
SMP Offset value	Enter the value of the offset required against the SMP (see note 2)
SMP Pay value	This field is for the input of any SMP payments required after the end of the absence (but before the end of the MPP) which Trent will not automatically calculate. Where KIT days are being paid during the absence, Trent automatically calculates the SMP payments, but these will not be displayed here. See note
Higher rate	Tick this check box if the SMP payment or Offset is at the Higher rate.

### Notes:

1. KIT days are paid in the next payroll after they have been entered and thus not necessarily in the pay period that includes the KIT date.
2. Each KIT day worked is to be paid individually. If a full week of KIT days are being paid then you need to enter separate values for each day for KIT and SMP offset value. Each entry you make will appear separately on the provisional payslip.
3. One aspect of the changes arising from the Work and Families act will not initially be supported in Trent. This is the **optional** splitting of weekly payments of SMP. HMRC have clarified that SMP is still calculated, due and payable for whole

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weeks, but a rule change will allow a particular week's SMP to be split over two payment periods by dividing the weekly rate of SMP by 7 to provide a notional daily rate.

This is intended to make it easier for employers to align SMP payments with the pay practice in the employment. For example where an SMP pay week is split between two calendar months, the relevant number of days can be paid with each salary payment - two sevenths with the May salary, five sevenths with the June salary. On the face of it, allowing odd days of SMP to be paid would remove some of the anomalies in the area of offsetting Occupational Maternity Pay (OMP) against SMP.

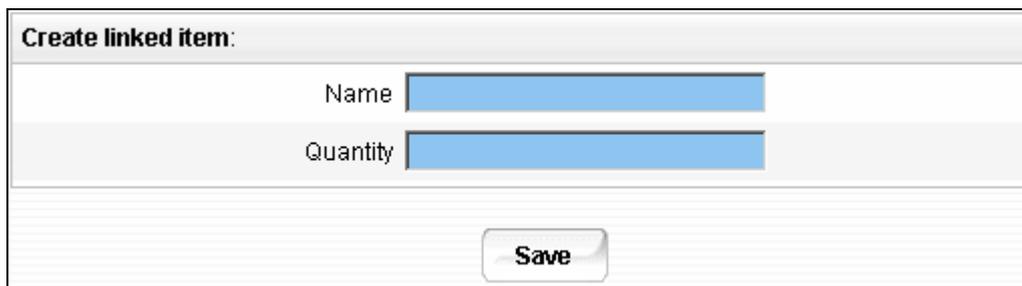
## 3. Maternity Cover

When an employee is absence on Maternity Leave, you may need to take the necessary steps to cover that period absence. To achieve this once agreed, you need to create a new position within the relevant part of the organisation structure for the temporary employee. In addition you need to indicate on the existing position that the person is on Maternity leave, by changing the position title.

### 3.1 Creating the Temporary Position

**Navigate: Organisation > Posts > Create Position**

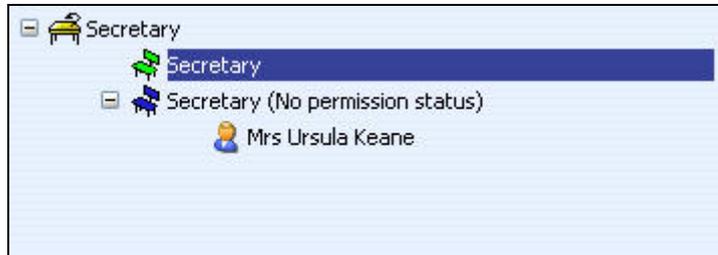
1. With the University of Cambridge selected in the object pane, click on Organisation explorer in the action pane.
2. Enter the effective date on which the new position comes into existence
3. Click Posts in the action pane and then search for the post (if you have made a note of the Post reference number in the previous step this will be the best way to search!) under which you wish to create the new Position.
4. Choose the post and open the mini explorer
5. Click the Create Position option in the Action Pane. Trent opens the Create linked item page in the display pane



Create linked item:	
Name	<input type="text"/>
Quantity	<input type="text"/>
<input type="button" value="Save"/>	

6. Enter a name for the new position
7. Enter a quantity of 1
8. Click the  button on the create linked item page to save your changes. Trent adds the new Position to the Organisation structure and the explorer diagram is updated accordingly.

9. You should end up with two positions within the same post. One is occupied by the employee who is on Maternity Leave, the other is vacant.



To finalise the temporary position details it is necessary to also make use of Expected Position End Date and Expected Position End Reason fields, within position details.

1. Select the position created from the mini explorer
2. Select position details from the action pane
3. Enter the date when the position is expected to end. This information should be taken from the permission to fill form and is the equivalent in SECQUS of entering a post expiry date. The date is for information purposes and will not end the position at that date. The information source is the post creation form or NARF.
4. Enter the reason for the position ending by selecting from the drop down box. Click on the Save button.

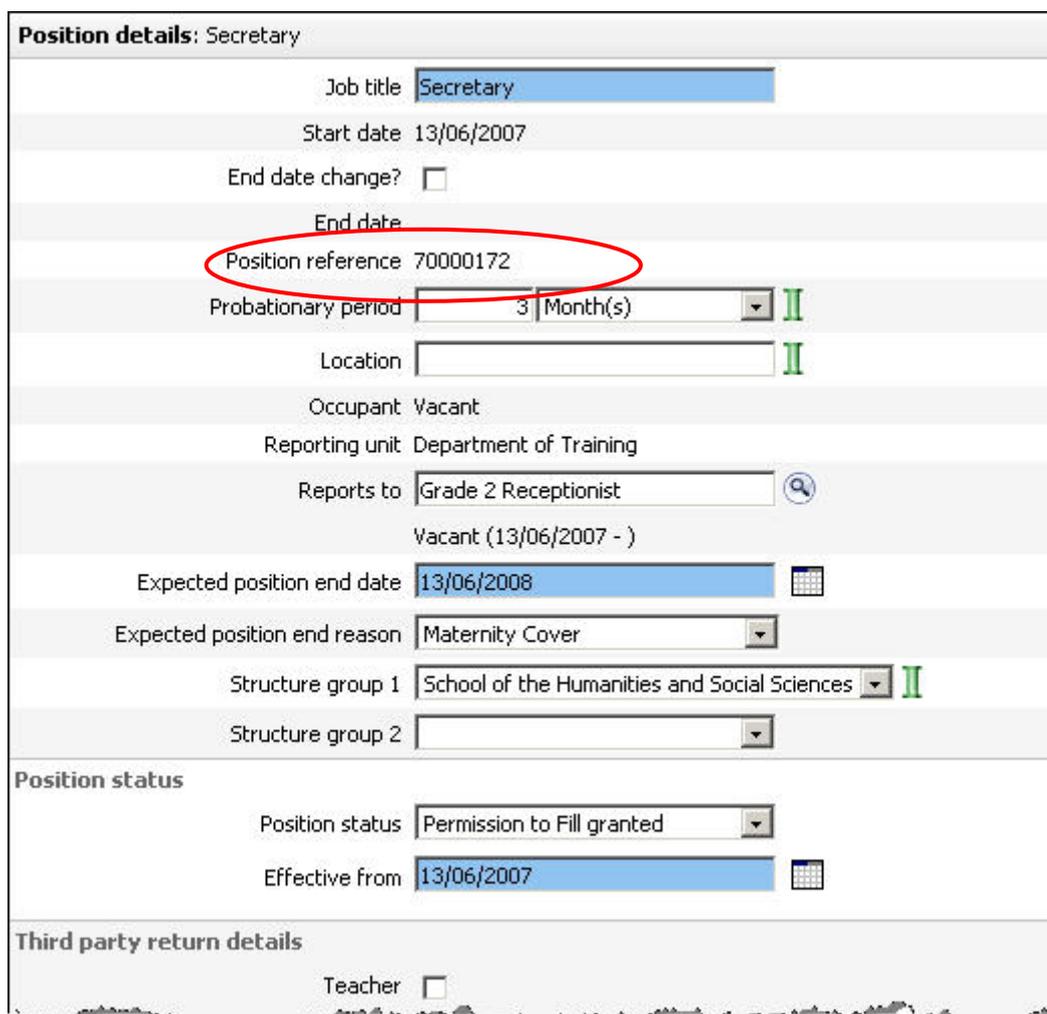
**Position details: Secretary**

Job title	Secretary
Start date	13/06/2007
End date change?	<input type="checkbox"/>
End date	
Position reference	70000172
Probationary period	3 Month(s)
Location	
Occupant	Vacant
Reporting unit	Department of Training
Reports to	Grade 2 Receptionist
	Vacant (13/06/2007)
Expected position end date	13/06/2008
Expected position end reason	Maternity Cover
Structure group 1	School of the Humanities and Social Sciences
Structure group 2	
<b>Position status</b>	
Position status	Permission to Fill granted
Effective from	13/06/2007
<b>Third party return details</b>	
Teacher	<input type="checkbox"/>

## 3.2 Position Reference number

A position reference number is automatically generated by Trent when a position is created. To enable you to easily identify this position when attaching a person it is advised that you make a note of the position number once you have created it.

1. Select the position created from the mini explorer.
2. Select position details from the action pane
3. View and record the position reference number



**Position details:** Secretary

Job title: Secretary

Start date: 13/06/2007

End date change?

End date

Position reference: 70000172

Probationary period: 3 Month(s)

Location

Occupant: Vacant

Reporting unit: Department of Training

Reports to: Grade 2 Receptionist

Vacant (13/06/2007 - )

Expected position end date: 13/06/2008

Expected position end reason: Maternity Cover

Structure group 1: School of the Humanities and Social Sciences

Structure group 2

**Position status**

Position status: Permission to Fill granted

Effective from: 13/06/2007

**Third party return details**

Teacher

In addition to creating and filling a temporary position to cover maternity, you also need to indicate that the original position is being filled by an employee on Maternity Leave. This will explain why there are two positions in the same Post and that one of them is temporary.

To achieve this simply open up the Position Details form for the position being occupied by the employee on Maternity Leave and change the title by adding 'On Maternity'.

**Position details:** Secretary

Job title Secretary 'On Maternity'

Start date 01/03/2007

End date change?

End date

Position reference 70000086

Probationary period  Month(s) II

Location  II

Occupant Mrs Ursula Keane

Reporting unit Department of Training

Reports to

Mr Ronald Baba (01/03/2007 - )

Expected position end date

Expected position end reason

Structure group 1  II

Structure group 2

**Position status**

Position status

Effective from 01/03/2007

**Third party return details**

Teacher

- Secretary
  - Secretary (Permission to Fill granted)
  - Secretary 'On Maternity' (No permission status)**
  - Mrs Ursula Keane

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### 4. Non Return from Maternity Leave

There may be times when employees decide they do not wish to continue employment following a period of maternity leave. In order for Payroll to spot whether a leaver is/was on Maternity Leave they will need to check the last 4 pay periods for the payment of SMP/OMP.

This will then allow for the recovery of OMP overpayments, where necessary.

To help with this, the Payroll (Leaver) process chain also includes the Absence Calendar so that the user can see whether the employee is/has been on Maternity leave.