



DEFINITIONS

Additional Maternity Leave/Adoption Leave (AML/OAL)

The entitlement to a further period of up to 26 weeks unpaid leave regardless of how long you have worked for the Trust.

Additional Paternity Leave (APL)

The entitlement of a father, or mother's partner, to take a further period of between 2 to 26 weeks leave, provided the mother has returned to work with maternity leave remaining.

Antenatal care

Antenatal care refers to pregnancy-related care provided during in the course of your pregnancy by health professionals.

Childbirth

Childbirth means the live birth of a child, or a still birth after a pregnancy lasting at least 24 weeks.

Compulsory Maternity Leave

These are the two weeks immediately following the date of childbirth. No employee may work in these two weeks.

Continuous Service

Service with Doncaster and Bassetlaw Hospitals NHS Foundation Trust, or any other NHS Trust, including the Northern Ireland Health Service, is counted for Occupational Maternity Pay. A break of less than 3 months will not constitute a break in service.

Expected Date of Childbirth (EDC)

This is the date on which your baby is due

Expected Week of Childbirth / Confinement (EWC)

The Expected Week of Childbirth means the week, beginning at midnight between Saturday and Sunday, in which it is expected that your baby will be born.

Keep in Touch (KIT) Days

Keeping in Touch Days are formal arrangements to allow you to undertake work of some kind during maternity / adoption / paternity or additional paternity leave. You cannot be required to take up Keeping in Touch days – participation is not compulsory. The statutory provision allows for up to ten Keeping in Touch Days in any period of maternity or adoption leave. Working more than ten KIT days will bring the additional statutory paternity leave and pay to an end. The number of



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days and the activity to be undertaken must be agreed between you and your line manager.

Matching Certificate

This is the certificate that confirms that a child has been matched for adoption and when the child is expected to be placed for adoption with you.

Maternity Certificate (Form MAT B1)

This is the certificate completed by the doctor or midwife that confirms the date on which the baby is due.

Medical Evidence

Your doctor or midwife will issue you with a form MAT B1 (certificate of confinement) form, usually in your 24th to 26th week of pregnancy. This should be handed in as soon as possible to your manager so that the Trust has formal confirmation of your expected week of childbirth. The Trust cannot start paying maternity pay under either scheme without this certificate.

You do not need to produce documentation to show that you are fit to work past your 29th week of pregnancy, although you should still discuss this with your Doctor or Midwife, and only work for as long as he/she recommends. In exceptional circumstances your manager may ask you to see an Occupational Health Adviser to ensure that the work you do will not cause any harm to either you or your baby.

Occupational Maternity / Adoption Pay (OMP/OMA)

This is a payment, paid by the Trust which is dependent on your length of service with the Trust.

Ordinary Maternity/Adoption Leave (OML/OAL)

The entitlement to a period of 26 weeks leave regardless of how long you have worked for the NHS. This will be unpaid unless an employee qualifies for Statutory Maternity Pay or Maternity allowance.

Ordinary Paternity Leave (OPL)

Ordinary paternity leave is a period of two weeks leave, to be taken following your child's birth/adoption, this applies if you are the biological or adoptive fathers, nominated carer or same sex partner.

Qualifying Week

This is the 15th week before the EWC.



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Statutory Maternity/Adoption Pay (SMP/SAP)

Statutory Maternity Pay is an allowance paid by the Trust on behalf of the DWP if you have been working for the Trust for at least 26 weeks at your 25th week of pregnancy and you pay National Insurance contributions.

Statutory Maternity/Adoption Allowance (SMA/SAA)

Allowance paid by Department of Work and Pensions to those employees, who do not qualify for Statutory Maternity Pay.

Qualifying Week

Qualifying week is the 15th week before the EWC.



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