

Maternity Policy

This policy must be read in conjunction with the Parenthood Policy. It does not form part of any team members contract of employment and may be amended or withdrawn (in whole or in part) at any time and works in conjunction with respective policies as appropriate.

Who is this for?

This policy applies to:

- Team members
- Line managers

In the following countries:



When does it apply?

This policy sets out the support that team members may receive if they become pregnant. This details the time off and, in many cases, the enhanced payments available and what is required to make the most of these benefits. This policy applies equally to all employees irrespective of gender identity, gender expression or sexual orientation.

Team members who are pregnant must inform their line managers as soon as possible so they can prepare for the time required for leave, arrange cover and ensure that the team member can continue to work safely. Line managers must be notified no later than the end of the 15th week before the Expected Week of Childbirth (EWC). If the team member has Self Service access to HRe, they must update their record by clicking on the "Add and view maternity leave" link. If they do not have access to HRe the Notification of Maternity Leave form must be used instead. Any changes to the start date of maternity leave must be discussed with the line manager.

Pregnancy rights also apply once the last part of the IVF process ('embryo transfer') has occurred.

For payroll purposes, the original MATB1 (a copy should be taken for the team members record) must be provided. This indicates the EWC and will be given to the team member by a doctor or health professional around the 20th week of pregnancy. The MATB1 should be forwarded to SD Worx at the following address:

SD Worx Shared Service Centre – Whitbread, PO Box 5474, Woden Road, Wolverhampton, WV1 9NJ

The team member will receive a letter to confirm the start date, entitlement, pay and set out the date they are expected to return to work if they decide to take the full maternity leave entitlement. Without the MATB1, maternity pay cannot be calculated or processed.

Line managers must be notified as soon as it is practical if the team member gives birth earlier than expected. Maternity leave will start the day after they have given birth and maternity pay on the following Saturday (unless the leave starts on a Saturday in which case both will start on the same day).

Maternity leave cannot start earlier than the 11th week before the EWC or later than when the baby is born.

If the team member would like to swap leave with their partner (irrespective of gender identity, gender expression or sexual orientation) then refer to the [Shared Parental Leave](#).

Line managers must contact [Employee Relations](#) if the team member is working on a Tier 2 Visa (Certificate of sponsorship) to ensure a change of employment application is completed.

Maternity leave and pay entitlements

United Kingdom, Isle of Man and Guernsey

The maximum maternity leave is 52 weeks – regardless of working hours or length of service. Team members can take less than 52 weeks' maternity leave if preferred but must take at least two weeks' leave following the baby's birth.

Team members will receive the following pay* when on maternity depending on their length of service at the beginning of the 15th week before EWC (see diagram in the **What makes it work?** section):

Length of continuous service at the beginning of the 15th week before the EWC	Entitlement
Less than 26 weeks	Entitled to maternity allowance paid by the Government. If this applies, team members will be advised who to contact directly in the letter received after the MATB1 has been provided to SDWorx.
26 weeks to 24 months	Entitled to Statutory Maternity Pay (SMP) which will be: 6 weeks' pay at 90% of their average weekly earnings 33 weeks of SMP 13 weeks unpaid
More than 24 months	May be entitled to Company Maternity Pay (CMP) which will be: 13 weeks of their average weekly earnings inclusive of SMP (if eligible) 13 weeks of pay at 50% of their average weekly earnings inclusive of SMP (if eligible) 13 weeks of SMP (if eligible otherwise they may be entitled to maternity allowance) 13 weeks unpaid

*The weekly average of what the team member has been paid in the last two pay periods before the 15th week before the EWC must be equal to (or above) the [lower earnings limit](#) to

receive Statutory Maternity Pay (SMP) (i.e. they pay National Insurance). Team members will be advised who to contact directly in the letter they receive after they have sent in the MATB1 if they do not qualify for SMP. Team members with more than one job may receive SMP from each employer. The third 13 weeks of SMP do not apply in the Isle of Man and Guernsey.

The weekly average earning calculations will not take into account Statutory Sick Pay (SSP). If any of the measured pay periods include SSP then that month will be discounted, and the next month used.

Any bonus payments received will not be used in the Company Maternity Pay (CMP) calculation as the amount is already included in the SMP calculation.

Both Income Tax and National Insurance may be deducted from any maternity pay received. Team members who receive a pay-rise between when entitlement is calculated or while they are on maternity leave, will have their maternity pay amended to reflect this. This may appear as a separate line on the payslip for the difference between what was originally calculated and the new salary/rate of pay.

Team members who are pregnant are entitled to paid time off for antenatal care so must show their line manager a copy of the appointment card for any antenatal appointments and if possible, try and arrange appointments for times when not scheduled to work i.e. at the start or at the end of a shift.

Jersey

The maximum maternity leave is 52 weeks – regardless of working hours or length of service. Team members can take less than 52 weeks' maternity leave if preferred but must take at least two weeks' leave following the baby's birth.

Team members will receive the following pay when on maternity:

Entitlement
Entitled to Statutory Maternity Pay (SMP) which will be: 6 weeks' pay at 100% of their average weekly earnings 7-26 weeks of Maternity Allowance 26 weeks unpaid

The weekly average earning calculations will not take into account Statutory Sick Pay (SSP). If any of the measured pay periods include SSP then that month will be discounted, and the next month used.

Both Income Tax and National Insurance may be deducted from any maternity pay received. Team members who receive a pay-rise between when entitlement is calculated or while they are on maternity leave, will have their maternity pay will be amended to reflect this. This may appear as a separate line on the payslip for the difference between what was originally calculated and the new salary/rate of pay.

Team members who are pregnant are entitled to paid time off for antenatal care so must show their line manager a copy of the appointment card for any antenatal appointments and if possible, try and arrange appointments for times when not scheduled to work i.e. at the start or at the end of a shift.

Republic of Ireland

The maximum maternity leave is 42 weeks – regardless of working hours or length of service. Team members can take less than 42 weeks' maternity leave if preferred but must take at least two weeks' leave following the baby's birth.

Team members will receive the following pay when on maternity:

Entitlement
Entitled to: 26 weeks' pay to match average weekly earnings. Team members will be required to claim benefit from the Department of Social Protection and Whitbread will make up the difference between the Maternity leave payment and normal pay. 16 weeks unpaid leave

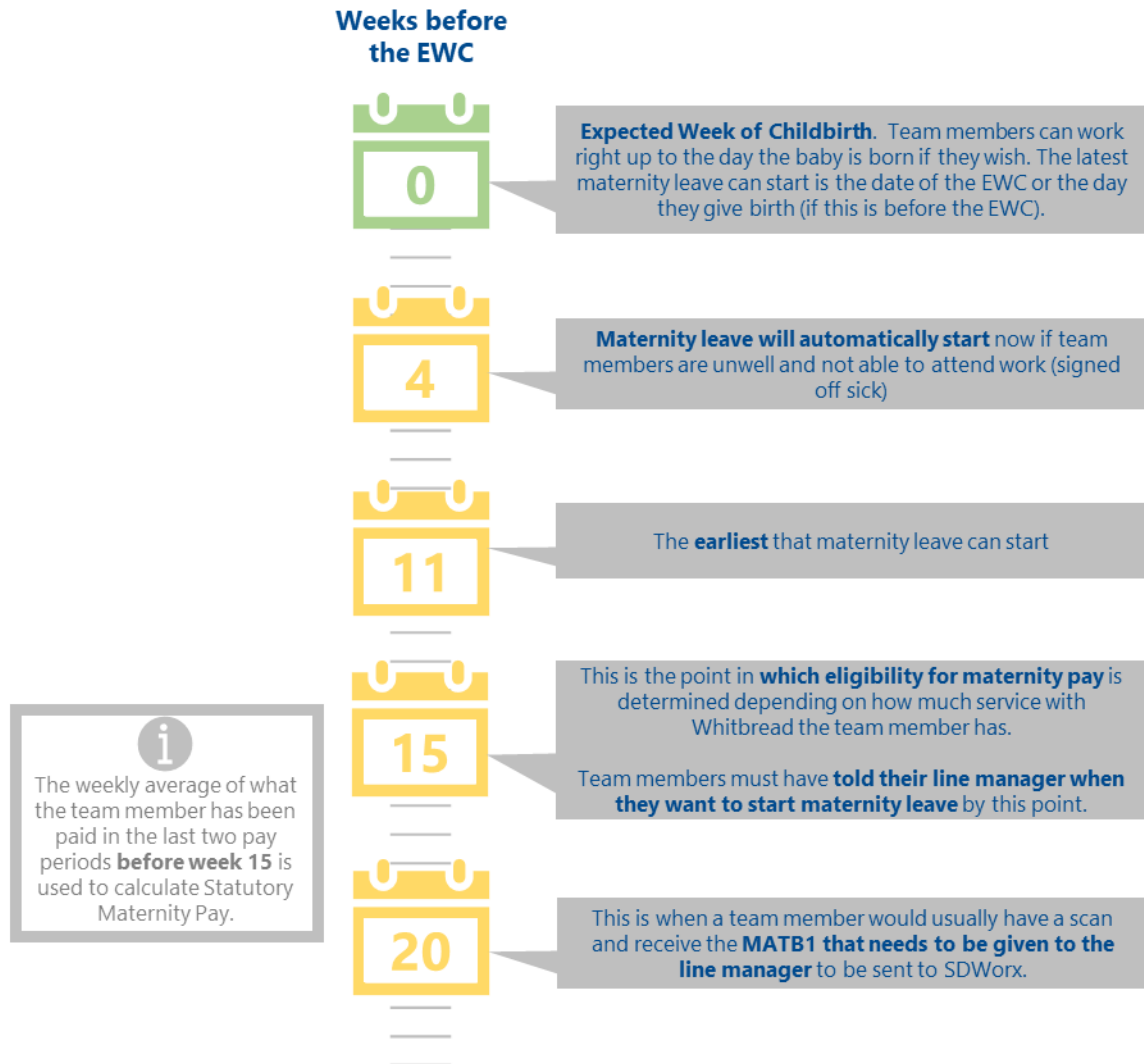
The weekly average earning calculations will not take into account Statutory Sick Pay (SSP). If any of the measured pay periods include SSP then that month will be discounted, and the next month used.

Income Tax, PRSI and USC may be deducted from any maternity pay received. Team members who receive a pay-rise between when entitlement is calculated or while they are on maternity leave, will have their maternity pay will be amended to reflect this. This may appear as a separate line on the payslip for the difference between what was originally calculated and the new salary/rate of pay.

Team members who are pregnant are entitled to paid time off for antenatal care so must show their line manager a copy of the appointment card for any antenatal appointments and if possible, try and arrange appointments for times when not scheduled to work i.e. at the start or at the end of a shift.

What makes it work?

To ensure that team members receive the correct leave and pay entitlements for maternity leave, there are certain milestones and actions leading up to the Expected Week of Childbirth (EWC) that must be followed and are outlined in the diagram below:



Working safely

Line managers must ensure that team members who are pregnant are treated fairly and protected from health and safety risks. An Expectant Parents Risk Assessment must be carried out at the point of being notified of being pregnant to assess whether or not there are any tasks that should be avoided, for health and safety reasons, at that stage of pregnancy. As the pregnancy progresses Risk Assessments must be reviewed every two weeks to continually assess any risks and if the team members' doctor or health professional has any concerns these must be shared with the line manager for consideration.

In the majority of cases team members who are pregnant will be able to stay in their current role until the start of maternity leave however, if a risk is identified that cannot be removed, reduced or controlled, the line manager may have to take the following actions:

- Adjust working conditions (i.e. asking someone else to complete certain tasks such as heavy lifting) or amend working hours or start/stop times.
- Provide a suitable alternative role on the same terms.
- Temporarily place the team member on a medical suspension where they would continue to receive full pay. This happens very rarely, and line managers must seek support and advice from Employee Relations before considering this option.

Further information or evidence from the team members' doctor or health professional may be requested if any temporary adjustments are required to the team members role. The **Workplace Adjustments** policy and guidance can also be used to support any adjustments and ensure we provide equitable adjustments so that everyone can realise their full potential.

The table below outlines roles and responsibilities team members at Whitbread have for making this policy work:

TEAM MEMBERS

Accountable for:

- Providing the original copy of the MATB1 to ensure maternity leave and pay are set up correctly.
- Providing any appointment cards for antenatal care so that leave can be planned accordingly.
- Notifying their line manager about the pregnancy no later than the end of the 15th week before the Expected Week of Childbirth (EWC).
- Discussing any workplace adjustment requirements with their line manager.
- Giving at least eight weeks' notice if: a return earlier than the 52 weeks of leave is required, accrued holiday is to be added onto the end of the leave or there is a requirement to transfer leave to the team members partner as per the Shared Parental Leave policy.

Responsible for:

- Keeping the line manager updated of any potential changes to the start date of maternity leave.
- Providing details, ideas or examples of any reasonable adjustments that could help to work safely during pregnancy.
- Working with the line manager on providing medical information where required when working through the risk assessment process.
- Agreeing with the line manager routines and practices to keep in contact for when on maternity leave.
- Keeping the line manager updated on considerations for the return to work.
- Taking any accrued holiday entitlement and up to one week more before starting maternity leave.

LINE MANAGERS

Accountable for:

- Ensuring the team member is clear on their accountabilities and responsibilities in the Parenthood policies and that they are made available for them to read.
- Maintaining and respecting the confidentiality of the team member if requested.
- Updating the HR System with details of the leave as outlined in the process and sending any forms such as the MATB1 to SD Worx. Without the MATB1, maternity pay cannot be processed. A copy should be given back to the team member and another to be store on their personal file. For hourly paid team members, line

managers may need to create a default timesheet within WFM to ensure the team member doesn't feature on any dormancy reports and are paid correctly.

- Ensuring any antenatal care appointments are accommodated as far as possible and paid for (the team member must not be asked to make up time spent at any antenatal appointments).
- Completing risk assessments as outlined in the process and reviewing them every two weeks after completion.
- Working through any potential workplace adjustments to support the team member.
- Ensuring the team member continues to:
 - Have the same opportunities for development, career as other team members
 - Informed of any vacancies that may be of interest
 - Notified of important communication (such as organisational or team changes)
- Contacting Employee Relations if the team member is working on a Tier 2 Visa (Certificate of sponsorship) to ensure a change of employment application is completed.
- Agreeing and processing any agreed KIT days.
- Ensuring the team member has a positive return to work experience including the use of a [Parenthood buddy](#) if appropriate.
- Providing somewhere suitable and private for the team member to rest if they're breastfeeding. This is a legal requirement.
- Responding to and actioning any requests to end maternity sooner than the originally agreed date.

Responsible for:

- Encouraging the team member to take all accrued holiday plus one week up to the point of going on maternity leave before the leave starts. For salaried team members, any bank holidays that fall during the period of maternity leave will need to be added to the team members outstanding holiday entitlement by emailing whitbreadhrservice CENTRE@whitbread.com
- Agreeing and actioning the amount and frequency of contact that will be maintained during the maternity leave with the team member.

How does it work?

Contents of sections below

1. Performance Reviews
2. Sickness during pregnancy
3. Whilst on leave
4. Returning to work
5. Data management in the process

1. Performance Reviews

Line managers will aim to conduct Half Year or End of Year Review prior to the start of maternity leave.

If the team member is on maternity leave during the performance review periods (normally March and September), the ratings received prior to the maternity leave starting will remain in place. This rating will be used in calculating any performance-related pay review, and any entitlement to Bonus, whilst the team member is on maternity leave.

2. Sickness during pregnancy

Any pregnancy related absence during pregnancy will be recorded and treated separately from other sickness absences. If the team member is absent with a pregnancy related illness for any period during the four weeks before the EWC, statutory maternity leave may be started automatically. Naturally, this depends on the situation and medical advice.

3. Whilst on leave

Prior to the team member going on leave, line managers must agree and action the amount and frequency of contact that will be maintained during the maternity leave with the team member.

Keeping In Touch days

Team members on maternity leave are entitled to 10 paid "Keeping in Touch" (KIT) days. These are really important in helping to support a team member on maternity leave to feel connected to their role, business and their teams and prepare them for their return to work. There is no obligation on the team member taking these days and days taken do not affect maternity leave or Statutory Maternity Pay in any way.

KIT days can be used to attend training, meetings, undertake some work or spend some time with the team. Double shifts or split shifts must not be worked as a KIT day.

KIT days can be taken as single days or a block of days, as agreed between team member and line manager.

Pay for KIT days will be calculated as:

- Hourly paid – the normal hourly rate for the hours actually worked. Team members must clock in and out as normal, so the hours worked are accurately recorded. As the team member will be on maternity on HRe, SD Worx will automatically process it as a KIT day.
- Salaried - payment for each KIT day is be calculated by dividing the annual salary by 52 (weeks) then by the number of days the team member is contracted to work in a normal week to give an accurate daily rate. Team members will need to agree with the line manager, whether they will work for either half a day (3.5 hours or less) or a full day (usually not in excess of 7 hours or a normal working shift, including breaks). Line managers must process this by entering the calculated value in HRe via the "My Teams Maternity Leave and KIT days" on the Manager page before payroll cut-off for that month.

Any work carried out whilst on maternity leave will be classed as a KIT day. Therefore if a team member attends work for a 1-hour meeting, they will have used 1 of their KIT days.

Only KIT days can be carried out whilst on Maternity Leave. SPLIT days (Shared Parental Leave in Touch days) are only available during Shared Parental Leave. Please refer to the [Shared Parental Leave Policy](#) for more information.

Holidays

Team members must try to take all accrued holiday entitlement and up to 1 week more than accrued, before the start of maternity leave. Holidays will continue to accrue as normal whilst on maternity leave. If the maternity leave spans two holiday years, and the team member has not been able to take the accrued holidays, the remaining holidays (accrued during maternity leave) from one year will be carried over into the next year, to be booked as annual leave on the team members return to work.

For salaried team members, any bank holidays that fall during the period of maternity leave will need to be added to the team members outstanding holiday entitlement by emailing whitbreadhrservice CENTRE@whitbread.com.

Team members who resign whilst on maternity leave and have any outstanding holiday pay due will be paid, based on the difference between the amount already taken and the entitlement accrued. However, if the team member has taken more holiday than accrued, their final pay will be deducted by the amount overpaid.

Bonus

Any discretionary bonus entitlement is not affected by maternity leave and team members will receive bonus for the financial year(s) in question, in line with the current bonus scheme rules.

Privilege Card and Your Benefits Website

Use of the Privilege Card continues during leave and team members can access their benefits on the [Benefits Page](#).

Sharesave

Payments can continue to be made into a Sharesave account whilst on maternity leave. Whilst still receiving payment from Whitbread, savings will continue to be deducted via payroll in the normal way. In weeks/months of no pay from Whitbread, team members can elect to set up a Standing Order with the Share Plan provider directly, to cover the monthly savings during this time.

Team members on leave can also choose to postpone saving for up to a period of 12 months at any time, but for each month deferred, the maturity date will be postponed by one month. If more than 12 months payments are missed, the account will automatically be closed, a refund of the total savings will be made to the team member, and they will no longer have the option to purchase shares.

Team members who decide not to return to work following maternity leave, will no longer have the option to purchase shares at the end of the savings period. Team members will need to close their account and arrange for their savings to be returned. Any queries must be directed to Link on 0344 855 2327 with any queries.

Company car (including cash allowance), mobile phone and laptop

These benefits are maintained whilst on maternity leave.

Any calls made on a Company mobile phone whilst on maternity leave will need to be paid for as they will be classed as personal calls.

Policies and processes regarding Information Security and social networking remain in place during periods of leave.

Pension

Team members who are members of the Whitbread Pension Scheme, will continue to make contributions at the level they were before they went on maternity leave. Contributions will be based on actual pay.

If during Additional Maternity Leave, the team member receives no pay from the Company, Whitbread will not make any contribution to the pension for that period. Life cover will continue during maternity leave for those who have selected this option.

Bupa

Team members with private healthcare, will remain covered whilst on maternity leave. Bupa should be contacted on 0345 6050 251 for any specific questions regarding cover or healthcare needs.

4. Returning to work

Our Diversity and Inclusion policy outlines how we value difference at Whitbread and line managers supporting team members returning from leave well is a great way to demonstrate:

- We believe in equal opportunities for all, with no barriers to entry and no limits to ambition.
- We treat everyone fairly, with respect and kindness. We have zero tolerance to discrimination.

Line managers must work closely with team members on leave to ensure a smooth and considered return to work taking into consideration the life changes the team member will be experiencing and the additional support that may be required. This may include reviewing the hours, days or times of work to ensure a balanced approach to home and work life. The Parenthood Policy outlines some of the other policies and areas that can support throughout the different stages of Parenthood. These include use of the Flexible Working and Workplace Adjustments policies, the support available on the Wellbeing Hub and from Nest who work in partnership with Hospitality Action and the use of a Parenthood buddy if appropriate.

Team members who would like to return before the end of their agreed maternity leave are required to give eight weeks' notice period. This must be in writing to the line manager and if not received may result in the return being postponed allowing for the eight weeks' notice (so long as this is not later than the original expected return date). This is to ensure the line manager has time to review the temporary arrangements and cover for the period the team member is on leave.

Eight weeks' notice is also required if the team member would like to add any accrued holiday onto the end of the maternity leave or transfer maternity leave to their partner as per the Shared Parental Leave policy.

Notice is not required if the team member is taking their full leave entitlement or planning on returning on the date as agreed.

A team member returning from Ordinary Maternity Leave (before 26 weeks) is entitled to return to the same job employed before the leave. When returning from Additional Maternity Leave (between 27 and 52 weeks) the team member is also entitled to return to the same job, however in instances where this is not reasonably practicable to do so, they must be offered a suitable and appropriate job on terms and conditions that are no less favourable.

Line managers should take time to make the team member aware of any changes which have occurred while away and re-familiarise ways of working. Introductions should be made to new team members and updates given about team and business changes. Any passes/swipe cards/email accounts etc should be reactivated and consideration should be given to providing a [Parenthood buddy](#) to support the transition back to work.

Working safely

Line managers must ensure that team members who are pregnant are treated fairly and protected from health and safety risks. A [Risk Assessment](#) must be carried out on the team members return to assess whether or not there are any tasks that should be avoided, for health and safety reasons. If the team members' doctor or health professional has any concerns these must be shared with the line manager for consideration.

Further information or evidence from the team members' doctor or health professional may be requested if any temporary adjustments are required to the team members role. The **Workplace Adjustments** policy and guidance can also be used to support any adjustments and ensure we provide equitable adjustments so that everyone can realise their full potential.

Breastfeeding

Team members who are breastfeeding must be provided somewhere suitable and private to rest whilst expressing milk and if possible, space made available in a fridge to store the milk.

Time off for emergencies

Team members have a legal right to reasonable time off to look after a dependant, such as a child or partner. Refer to the [Time off for Dependants](#) policy.

Resignation

Should a team member wish to not return to work following leave, then the usual resignation process applies, and the team member must put this in writing to their line manager giving contractual notice and their intention to resign.

If the team member does not return to work once leave has finished without contacting their line manager, this absence will be regarded as unauthorised, and the [Unauthorised Absence](#) policy will apply.

5. Data Management in the process

It is important that you store any sensitive or personal data securely and in line with the Data Protection Guidance contained within the iSAT e-learning modules, Group Data Protection Policy and within the Finance Procedure Manual. Failure to follow the Data Protection Guidance will be treated seriously and may result in disciplinary action.

- Do make sure personal or sensitive data that you gather is stored securely.
- Hard copy documents should be held in a locked cabinet and access should be restricted to those who require access to do their roles.
- Electronic files must also be stored securely on a company server and must be password protected.

Updates to this policy

Published **March 2023**

Last updated **March 2023**

- Replaced previous Maternity, Adoption, Paternity, Shared Parental Leave, Parental Leave policies to restate Whitbread's position on Parenthood and make clearer accountabilities/responsibilities for team members and line managers.

September 2021

- Language updated to be more inclusive based on feedback from network groups