

January 2013

### Pregnant at work 2013

Are you a working mother-to-be or new parent? This information sheet gives you an outline of your rights and benefits during pregnancy and maternity leave and tells you where you can get more detailed information.

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- Maternity leave
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There are a few key things to remember when you read about your rights:

- These rights apply to UK citizens and women from abroad who are living here. If you are working lawfully in the UK you are entitled to Statutory Maternity Pay or Maternity Allowance if you meet the qualifying conditions.
- All workers are protected against sex discrimination if you are dismissed or treated unfairly because of pregnancy or childbirth. It is discrimination to dismiss you or treat you unfairly because you have taken maternity leave or exercised any of your maternity rights at work.
- It doesn't matter if you work full-time or part-time, the same rights still apply.
- You have the same maternity rights if you are an employee on a fixed-term or temporary contract or if you are an apprentice. If you are not an employee, for example, because you are self-employed or doing casual work, you do not have the right to maternity leave but you may still get maternity pay and have other rights.
- Agency workers are protected against discrimination during pregnancy and after childbirth. Most agency workers are entitled to maternity pay. Agency workers who have completed 12 weeks in the same job have the right to paid time off for antenatal care and health and safety protection. Any pregnancy-related absence will not affect the qualifying period. See Maternity and Parental Rights for Agency Workers for more information.
- This leaflet tells you your legal minimum rights. Your employer may give better rights than these, so you should always check your contract or ask your union or the human resources department. If your employer does not give you these rights you should seek legal advice.

## Ordinary and Additional Maternity Leave

What is Ordinary Maternity Leave (OML)? OML is the first 26 weeks of maternity leave. If you return to work after 26 weeks' OML you have the right to return to exactly the same job. You must give your employer the correct notice in order to qualify for maternity leave (see How to give notice below).

### What is Additional Maternity Leave (AML)?

AML lasts for 26 weeks and starts on the day after the end of OML. If you return to work after AML you have the right to return to the same job but, if it is not reasonably practicable, your employer can offer a suitable alternative job on similar terms and conditions.

### Do I have to tell my employer how much maternity leave I am going to take?

No, your employer should assume that you will be taking 52 weeks. If you decide not to take all of your maternity leave you should give 8 weeks' notice to return to work early (see 'Return to Work' below). If you only wish to take OML you should also give 8 weeks' notice to return to work at the end of OML.

### Who gets it?

You are entitled to maternity leave regardless of how early your baby is born. You are also entitled to maternity leave if your baby dies after the birth or is stillborn after the end of week 24.

All women employees are entitled to OML and AML from day one of their employment. It doesn't matter how many hours you work or how long you have worked for your employer.

A new system of shared parental leave which will enable parents to share leave if the mother returns to work will be introduced in 2015. Fathers or partners currently have the right to take additional paternity leave, see <a href="#">Additional Paternity Leave</a>



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### **Quick checker**

### Summary of rights for employees.

You are usually an employee if the following arrangements exist at your work:

- your employer deducts tax and National Insurance from your pay
- your employer controls the work you do, when and how you do it
- your employer provides all the equipment for your work.

How long have you been in your present job?	Ordinary and Additional Maternity Leave	Statutory Maternity Pay (SMP)	Time off for antenatal care	Health & safety protection	Protection from dismissal or unfair treatment
I was already pregnant when I started my present job	Yes	No, but you may qualify for Maternity Allowance.	Yes	Yes	Yes
I started my job before I got pregnant and, on average, I earn less than £109 per week	Yes	No, but you may qualify for Maternity Allowance.	Yes	Yes	Yes
I started my job before I got pregnant and, on average, I earn more than £109 per week	Yes	Yes (if you qualify). If not, you may qualify for Maternity Allowance.	Yes	Yes	Yes

### If you are not sure about your dates

If you are not sure whether or not you were pregnant when you started your present job; or, whether you will have worked for your employer for long enough to qualify for some rights, you should get advice about your situation. What you get will depend on what date your midwife puts on your MAT B1 certificate when you are about 20 weeks pregnant, so you should discuss this with him/her before s/he fills it in.

### **Quick checker**

Summary of rights for agency, casuals and other workers who are not employees.

How long have you been in your present job?	Ordinary and Additional Maternity Leave	Statutory Maternity Pay (SMP)	Time off for antenatal care	Health & safety protection	Protection from dismissal or unfair treatment
I was already pregnant when I started my present job	No (unless it is stated in your contract)	No, but you may qualify for Maternity Allowance.	No (except for agency workers – see below)	Right to a risk assessment but not suitable alternative work or suspension. (except for agency workers – see below)	Protection from sex discrimination but not unfair dismissal.
I started my job before I got pregnant and, on average, I earn less than £109 per week	No (unless it is stated in your contract)	No, but you may qualify for Maternity Allowance.	No (except for agency workers – see below)	Right to a risk assessment but not suitable alternative work or suspension. (except for agency workers – see below)	Protection from sex discrimination but not unfair dismissal.
I started my job before I got pregnant and, on average, I earn more than £109 per week	No (unless it is stated in your contract)	Yes (if you qualify). If not, you may qualify for Maternity Allowance.	No (except for agency workers – see below)	Right to a risk assessment but not suitable alternative work or suspension. (except for agency workers – see below)	Protection from sex discrimination but not unfair dismissal.

**New rights for agency workers** Agency workers who have completed 12 weeks in a placement will be entitled to be offered suitable alternative work if they cannot complete a placement for health and safety reasons. Any suitable alternative work should be on not less favourable terms and conditions. If there is no suitable alternative work, an agency worker will be entitled to be paid by her agency for the remainder of her original placement.

Agency workers who have completed 12 weeks in a placement will also have the right to paid time off for antenatal appointments and classes that fall during their work hours.

You are usually an employee if the following arrangements exist at your work:

- your employer deducts tax and National Insurance from your pay
- your employer controls the work you do, when and how you do it
- your employer provides all the equipment for your work.

If you work for an agency or do casual work, you are probably not an employee, but you can still get maternity pay (see below).

Some agency workers have a contractual right to maternity leave so you should check your contract. If not, you should agree with your agency/employer how much time you will be taking off to have your baby. You are protected by discrimination law if you are treated less favourably because you have been absent because of pregnancy or childbirth.

### When can I start maternity leave?

The earliest you can start your ordinary maternity leave is 11 weeks before your expected week of childbirth. This is when you are about 29 weeks pregnant, but you have to use the due date on your MAT B1 certificate which your midwife or GP will give you. Find the Sunday before your baby is due (or the due date if it is a Sunday) and count back 11 Sundays from there. It is up to you to decide when you want to stop work. You can work right up until the date the baby is born, unless:

- You have a pregnancy-related illness/absence in the last four weeks of your pregnancy. In this case your employer can start your maternity leave even if you are off sick for only one day. However, if you are ill only for a short time your employer may agree to let you start your maternity leave when you had planned, for example, if they have arranged maternity cover.
- Your baby is born before the day you were planning to start your leave. In this case leave will start on the day after the birth and you should tell your employer as soon as you can that you have given birth.

### How to give notice

### When do I have to tell my employer I'm pregnant?

The latest time you can tell your employer that you are pregnant is the 15th week before your baby is due. There is nothing to say that you have to tell your employer any earlier although it may be to your advantage, for example, special health and safety rights during pregnancy and the right to paid time off for antenatal care apply when your employer knows you are pregnant. The law protects you from being dismissed or discriminated against on the grounds of pregnancy once your employer knows you are pregnant.

### How do I work out the 15th week before my baby is due?

Find the Sunday before your baby is due (or the due date if it is a Sunday) and count back 15 Sundays from there. That is the start of the 15th week before your expected week of childbirth.

You should use the due date on the MAT B1 certificate which your midwife or GP will give you when you are about 20 weeks pregnant.

### What am I entitled to during maternity leave?

You are still entitled to your **statutory rights** (i.e. rights that apply by law to all employees in this country) throughout your maternity leave. For example, everyone has a legal right to 28 days paid annual leave whether they are on maternity leave or not. Also, your employer must not discriminate against you by failing to consider you for opportunities such as promotion or a pay rise. For more information, if you are treated unfairly during maternity leave, see <u>Discrimination during maternity leave</u>.

The following rights continue during OML and AML:

- the notice period in your contract of employment will still apply (if either you or your employer wish to terminate your employment)
- you will be entitled to redundancy pay (after two years' service)

### How do I give notice for maternity leave and pay?

To get maternity leave you must give your employer the following information in or before the 15th week before your baby is due (if your employer asks you to, you must put it in writing):

- 1. that you are pregnant
- 2. the expected week of childbirth
- 3. the date on which you intend to start your maternity leave

If you want to change the date you start your maternity leave, you must give your employer notice of the new date at least 28 days before the new date or the old date, whichever is the earliest. If there is a good reason why that is not possible, tell your employer as soon as you reasonably can.

To get SMP you must give your employer 28 days notice of the date you want to start your pay. You must give your employer a copy of your maternity certificate (form MAT B1) stating your expected week of childbirth which your midwife or GP will give you when you are about 20 weeks pregnant. You can give notice for leave and pay together in the 15<sup>th</sup> week before your baby is due.

Once you have given notice, your employer must write to you within 28 days and state the date you are expected to return from maternity leave.

If you cannot give notice by the 15<sup>th</sup> week before you are due (for example because you have to go into hospital unexpectedly), you must give notice as soon as you reasonably can.

- disciplinary and grievance procedures will apply
- if your contract has a section which states that you must not work for any other company, this will still apply.

Your **contractual rights** (i.e. terms and conditions, such as a company car or paid holidays) also continue throughout your maternity leave, apart from your normal pay.

During the first 39 weeks of your leave you will probably be entitled to SMP or MA (see 'Maternity Pay', below). After that your leave will usually be unpaid. Some employers offer extra maternity pay, so check your contract or ask the human resources department or your union representative.

If you are made redundant whilst on maternity leave, your employer must offer you any suitable alternative work that is available. If there is none, they must pay you any notice and redundancy pay that you are entitled to.

### **Maternity Pay**

### What is Statutory Maternity Pay (SMP)?

SMP is paid for 39 weeks to women who qualify for it. Your employer pays it to you and then claims most or all of it back from HM Revenue and Customs (HMRC). You can get it even if you do not plan to go back to work or you are dismissed or made redundant (after the 26<sup>th</sup> week of pregnancy). You do not have to pay any SMP back if you do not return to work.

Casual, agency and other workers can get SMP if you meet the normal qualifying conditions. You are a 'worker' if your employer pays you through PAYE and deducts any tax and NI but you are not an employee or self-employed.

If you are a woman from abroad who is working lawfully in the UK you are entitled to SMP if you meet the qualifying conditions. SMP is not classed as 'public funds' and will not affect future immigration applications.

### Who gets SMP?

You get SMP if:

- you have worked for the same employer for at least 26 weeks by the end of the 15th week before the expected week of childbirth (which is approximately the 26th week of pregnancy). In other words you need to have started the job before you got pregnant, and
- you are still in your job in the 15th week before your baby is due – even if it's

- only for one day that week or you are off sick or on holiday, and
- you actually receive at least £109 per week on average in the eight weeks (if you are paid weekly) or two months (if you are paid monthly) up to the last pay day before the end of the 15th week before your baby is due.

To get SMP you must give the correct notice to your employer (see 'How to give notice' above). If you are not sure if you are entitled to SMP, ask anyway. Your employer will work out whether or not you qualify for SMP and if you do not qualify they will give you form SMP1 to explain why. You should then check to see if you can get Maternity Allowance (see 'Maternity Allowance', below).

If your employer is not sure how to work out your SMP or how to claim it back, they can ring the HMRC Employers' Helpline on 08457 143 143 for advice. For more information on maternity pay problems, see Common maternity pay problems.

#### How much is SMP?

SMP is paid at two rates: for the first six weeks you get 90% of your average pay. After that you are paid £136.78 per week, or 90% of your average earnings if that is lower, for 33 weeks.

The average is calculated from the pay you actually received in the eight weeks or two months up to the last pay day before the end of the qualifying week.

Your employer pays your SMP in the same way as your salary is paid. They deduct any tax and National Insurance contributions.

### When can I get SMP?

As with maternity leave, the earliest you can start your SMP is 11 weeks before the expected week of childbirth. You can work right up until the date the baby is born, unless:

- you have a pregnancy-related illness/absence in the last 4 weeks of your pregnancy or
- your baby is born before you have started your maternity leave.

Your SMP will usually start on the same day as your maternity leave. If your maternity leave and pay is triggered by one of the reasons above, your SMP will start as follows:

- if you are off sick with a pregnancyrelated illness in the last four weeks of pregnancy, your SMP will start on the day after your first day of absence from work. So, if you phone in sick on a Wednesday, your SMP period will start on Thursday.
- if you give birth before the start of your maternity leave, your SMP will start on the day following the actual date of hirth

You can work for the employer who pays your SMP for up to 10 days during your maternity leave without losing any SMP (see 'Keeping in Touch' days). But, if you do more than 10 days work, you cannot get SMP for any week in which you work – even for part of a week.

### Do I still get SMP if my job ends after the 15th week before my baby is due?

Yes, you can still get SMP as long as you are employed in the 15th week before your baby is due and you meet the normal qualifying conditions stated above. It does not matter if you are off sick or on holiday in that week. Once you have qualified for SMP, you are entitled to receive it for the full 39 weeks even if you are made redundant, you leave your job or a fixed term contract comes to an end at any time after the 15th week before your baby is due or during your maternity leave.

### My employer gives extra maternity pay. Do I have to repay it if I don't go back to work?

If your employer gives you extra (contractual) maternity pay you only have to repay it if that was agreed in advance or specifically stated in your maternity policy. You only ever have to repay the extra contractual pay, never the SMP part of your maternity pay. SMP is 90% of your average pay for six weeks and £136.78 for 33 weeks. SMP is yours to keep whether you go back or not.

### **Maternity Allowance**

### What is Maternity Allowance?

Maternity Allowance (MA) is paid by your local Jobcentre Plus for 39 weeks. You may be able to get MA if you do not qualify for SMP from your employer, for example, because you started a new job when you were already pregnant, your earnings are too low or you are self-employed.

If you are a woman from abroad who is working lawfully in the UK, you are entitled to Maternity Allowance if you meet the qualifying conditions. Maternity Allowance is not classed as 'public funds' and will not affect future immigration applications.

#### Who gets MA?

You can claim MA if:

- you have worked for at least 26 of the 66 weeks before the expected week of childbirth, and
- you can find 13 weeks (not necessarily in a row) in which you earned over £30 per week on average.

You should choose the weeks in which you earned the most. You can add together earnings from more than one job. Both employed and self-employed work counts for Maternity Allowance.

If in doubt, ask your local Jobcentre Plus for form MA1 and make a claim or phone the JobCentre Plus claim line on 0800 055 6688. They will work out whether you can get the benefit. If you are not entitled to MA, they should automatically use the same claim form to check whether you can get Employment and Support Allowance instead (see 'Employment Support Allowance', below).

The earliest you can claim MA is 15 weeks before your baby is due and the earliest it can be paid to you is 11 weeks before you are due. You should put in your claim form as early as possible and notify Jobcentre Plus of the date you intend to stop work.

How much is Maternity Allowance? Maternity Allowance is paid at £136.78 per week, or 90% of your average pay if that is lower, for 39 weeks.

# Employment and Support Allowance (ESA)

#### What is ESA?

ESA (formerly Incapacity Benefit) is a weekly allowance which can be paid to pregnant women who do not qualify for Statutory Maternity Pay or Maternity Allowance. You do not have to complete a Work Capability Assessment. It is also possible to get ESA if you are incapable of working because of illness or disability.

Women from abroad who have 'no recourse to public funds' as a condition of their visa are not entitled to ESA.

### Who gets ESA?

You get ESA if you have paid or been credited with enough National Insurance contributions during the last three tax years that do not overlap the current calendar year. Your Jobcentre Plus adviser will work out whether you can get the benefit. If in doubt, claim.

To claim ESA, use the claim form for Maternity Allowance (see 'Maternity Allowance', above). If you are not entitled to MA, the Jobcentre Plus should check automatically to see if you can get ESA.

### When is ESA paid to pregnant women?

ESA can be paid from six weeks before your baby is due until two weeks after your baby is born. The rate of ESA varies according to your circumstances. ESA is £71.70 per week if you are over 25 or a single parent over 18

### Return to work

### Do I have to give notice of my return from maternity leave?

You do not need to give any notice of return if you are going back to work at the end of 52 weeks' maternity leave. You simply go to work on the day that you are due back.

If you want to return to work before the end of your maternity leave, you must give your employer at least 8 weeks' notice of the date

you will be returning. If you do not give this notice and just turn up at work before the end of your maternity leave, your employer can send you away for up to 8 weeks or until the end of your leave, whichever is earlier.

The law does not allow you to work for two weeks after childbirth and this period is known as Compulsory Maternity Leave. You will not be allowed to return to work during this time.

### What happens when I go back?

If you go back to work after OML, you have the right to return to exactly the same job.

If you go back to work after AML, you also have the right to return to exactly the same job. But, if your employer can show that it is not reasonably practicable for you to return to the same job, for example, because the job no longer exists, you have the right to be offered a suitable alternative job on very similar terms and conditions.

### What happens if I need more time off work?

You cannot stay off work after your maternity leave has ended as you will lose your right to return to work if you do not go back at the end of your OML or AML.

If you need more time off you could:

- ask your employer if you can take annual leave immediately after your maternity leave. Note that paid holiday continues to accrue during maternity leave so you may have some holiday owing to you.
- Ask your employer if they will agree to a further period off work. You should ask your employer to confirm this agreement in writing and to confirm that you will have the right to return to the same job.
- Take some unpaid parental leave at the end of your maternity leave. For more information, see <u>Time off for working</u> <u>parents</u>. You must give 21 days' notice to take parental leave and it is usually unpaid unless your employer offers paid parental leave. Parental leave will increase to 18 weeks per child from 8<sup>th</sup> March 2013.

 If you cannot return because you are ill you can take sick leave as long as you follow your employer's sickness procedures. For more information, see <u>Sickness during pregnancy and</u> <u>maternity leave.</u>

### What should I do if I do not want to go back to work?

You should resign in the normal way, giving the notice required by your contract or the notice period that is normally given in your workplace. If you do not have a contract or nothing has been said you should give a week's notice.

You do NOT have to repay any of the SMP you received.

### What happens if I say I want to return to work and I change my mind?

Many women find it impossible to know before the birth how they will feel afterwards, so it is always a good idea to say you are coming back in order to keep your options open. If you decide later not to return you can resign from your job in the normal way. Your notice period can run at the same time as your maternity leave.

### Can I go back part-time?

You have the right to ask for part-time or flexible hours and your employer has a duty to seriously consider your request. Your employer must have a good business reason for refusing. If you or your partner want to work part-time or to change your hours, see *Child-friendly working hours*.

My maternity leave ends soon and I'm pregnant again. What rights will I have? You will be entitled to maternity leave for your new baby and you may also qualify for SMP or Maternity Allowance.

For more information, see <u>Pregnant during</u> <u>Maternity Leave.</u>

### Other rights

#### Paid time off for antenatal care

If you are an employee, you have the right to take reasonable time off for your antenatal appointments, including time needed to travel to your clinic or GP, without loss of pay. You should let your employer know when you need time off. Your employer can ask to see your appointment card and a certificate stating that you are pregnant for all appointments apart from the first one.

Antenatal care can include parentcraft and relaxation classes. You may need a letter to show your employer from your GP or midwife, saying that these classes are part of your antenatal care.

Agency workers who have completed 12 weeks in the same placement have the right to paid time off for antenatal appointments and classes that fall during their work hours.

From 2015, fathers and partners will be entitled to unpaid time off to attend two antenatal appointments. Some employers offer paid time off.

### Health and safety rights

If you are pregnant, have given birth in the last six months or are breastfeeding, your employer must make sure that the kind of work you do and your working conditions will not put your health or your baby's health at risk. All employers must carry out a workplace risk assessment, including any risks to pregnant women or new mothers, and do all that is reasonable to remove or reduce any risks. If you wish your employer to take action to protect your health and safety you must notify your employer in writing that you are pregnant or have given birth in the last six months or are breastfeeding. If your employer asks for proof of your pregnancy or childbirth you must obtain a medical certificate from your midwife or GP. If you have any concerns about your health or safety at work, you should discuss it with your midwife or GP

- and ask them for a letter to show your employer. Your employer must consider the risks and take reasonable action to alter your working conditions or hours of work,, such as providing somewhere to sit, extra breaks or ensuring that you do not do any heavy lifting..
- If this is not possible or would not avoid the risk, your employer must offer you a suitable alternative job.
- If this is not possible your employer must suspend you on full pay for as long as is necessary to avoid the risks.

If you do night work and your doctor advises that you should stop for health and safety reasons, you have the right to transfer to day work or, if that is not possible, to be suspended on full pay. You must provide a medical certificate.

Agency workers who have completed 12 weeks in the same placement are entitled to be offered suitable alternative work if they cannot complete a placement for health and safety reasons. Any suitable alternative work should be on not less favourable terms and conditions. If there is no suitable alternative work, an agency worker will be entitled to be paid by her agency for the remainder of her original placement.

For more information, see <u>Health and safety</u> <u>during pregnancy and on return to work</u>

#### Breastfeeding

There is some legal protection under health and safety and sex discrimination laws for breastfeeding mothers at work. For more information, see <u>Continuing to breastfeed on return to work.</u>

#### Dismissal or unfair treatment

It is against the law for your employer to treat you unfairly, dismiss you or select you for redundancy for any reason connected with pregnancy, childbirth or maternity leave, see <a href="Pregnancy Discrimination">Pregnancy Discrimination</a> or <a href="Discrimination">Discrimination during maternity leave</a>.

If you are dismissed while you are pregnant or during your maternity leave, your employer must state the reason for your dismissal in writing. You must make a claim in an employment tribunal within three months. If you start a new job after 6 April 2012 you will need to have worked for your employer for two years to claim ordinary unfair dismissal but you can claim sex discrimination and automatic unfair dismissal on the grounds of pregnancy and maternity leave from day one of your employment. For more information, see <u>Dealing with pregnancy and maternity-related problems at work</u>.

#### Redundancy

If you are made redundant because you are pregnant or taking maternity leave, you may have a claim for unfair dismissal and sex discrimination. If you are made redundant during maternity leave you have the right to be offered any suitable alternative vacancy before it is offered to any other employees. This special protection is provided by Reg. 10 of the Maternity and Parental Leave etc Regulations 1999. You do not have to go for interview or assessment procedures if you are on maternity leave and there is a suitable alternative vacancy. For more information, see *Redundancy during pregnancy and maternity leave*.

### **Paternity leave**

Fathers and partners (including same sex partners) have the legal right to take two weeks off at the birth if they qualify. For more information, see *Time off for working parents*.

Fathers or partners also have the right to take additional paternity leave, if they qualify, if the mother wishes to return to work early. For more information, see <u>Additional Paternity Leave</u>. A new system of flexible parental leave which will enable parents to share their leave once the mother returns to work will be introduced in 2015.

### Parental leave and time off for dependants

Parents are entitled to take up to 13 weeks unpaid parental leave per parent per child, up until the child's 5th birthday. Parental leave will increase to 18 weeks per parent per child from 8th March 2013. Parents are also entitled to unpaid emergency leave to care for a dependant who falls ill, gives birth or is injured. The leave can also be used if there is a sudden problem with arrangements for care of the dependant e.g. if your childminder falls ill. For more information, see *Time off for working parents*.

#### **Benefits**

All pregnant women and new mothers are entitled to free prescriptions and free NHS dental care. Once your baby is born you will also be entitled to claim Child Benefit, ask your Health Visitor for the claim form. If you are on a low income you may be able to get more help. For more information about the benefits you could claim, see <u>Money for Parents and Babies</u>.

### **Sickness**

You are protected from unfair dismissal and sex discrimination if you are off sick during pregnancy. Any pregnancy-related sickness absence must be recorded separately and should not be included in your total sickness absence for disciplinary or redundancy purposes. For more information see <a href="Sickness during pregnancy and maternity">Sickness during pregnancy and maternity leave</a>.

This information sheet was produced in January 2013. Benefit rates apply from April 2013 to April 2014. It is always important to get up-to-date advice.

# Where to go for more help

### **Maternity Action**

Advice on maternity rights and benefits for UK citizens and foreign nationals <a href="https://www.maternityaction.org.uk">www.maternityaction.org.uk</a> Helpline 0845 600 8533

#### ACAS

For advice on employment rights or arbitration services

www.acas.org.uk

Helpline: 08457 47 47 47 (offers telephone interpreting service)

#### Citizens' Advice

For information about your rights and to find details of local advice bureau www.adviceguide.org.uk

Factsheets available in English, Welsh, Bengali, Gujarati, Punjabi, Urdu and Chinese

The CAB is currently developing a national advice phone service. If you live or work in Wales call 08444 77 20 20. For England, call 08444 111 444 or check your local bureau's contact details as it is not available in all areas yet.

### **Community Legal Advice**

If you are eligible for legal aid you can get free legal advice on 0845 345 4 345 (offers translation service). To check your eligibility see <a href="https://www.gov.uk/community-legal-advice">www.gov.uk/community-legal-advice</a>

To search for specialist legal advisers or solicitors in your area see legaladviserfinder.justice.gov.uk

### Equalities and Human Rights Commission (EHRC)

For information and advice about discrimination law

www.equalityhumanrights.com

The EHRC helpline for advice and information is run by the Equality Advisory Support Service. The contact numbers for the new service are:

Phone: 0808 800 0082 Textphone: 0808 800 0084

#### GOV.UK

The government's online information service <a href="https://www.gov.uk">www.gov.uk</a>

#### **JobCentre Plus Claim Line**

Telephone benefit claims, including Maternity Allowance, 0800 055 6688

#### **Working Families**

For information and advice on benefits and rights at work, see

www.workingfamilies.org.uk

Helpline 0300 012 0312

### More Maternity Action information sheets

Pregnant at work 2013 – a brief guide to your rights to maternity leave and pay

Rights at work for fathers and partners – a brief guide to rights for fathers and partners

Additional paternity leave and pay – new rights for fathers and partners

<u>Time off for working parents</u> – rights to paternity leave, adoption leave, parental leave and time off in an emergency

<u>Child friendly working hours</u> – rights to ask for changes in your working hours to fit with your childcare or other caring responsibilities

Money for parents and babies – benefits for families

<u>Common maternity pay questions</u> – how to qualify for Statutory Maternity Pay, Maternity Allowance and Employment and Support Allowance.

Rights for parents with more than one job – rights for parents working more than one job

Redundancy during pregnancy and maternity leave – your rights if you are made redundant

<u>Dealing with pregnancy and maternity-related problems at work</u> – how to deal with problems at work

<u>Pregnancy discrimination</u> – what is pregnancy discrimination and what you can do about it

<u>Discrimination during maternity leave</u> – what you can do about discrimination during maternity leave

<u>Pregnant during maternity leave</u> – your rights if you become pregnant on maternity leave

Breastfeeding on return to work – your rights if you wish to continue breastfeeding on return to work

<u>Sickness during pregnancy and maternity leave</u> – rights and benefits during sick leave <u>Health and safety during pregnancy and on return to work</u> – health and safety protection for new and expectant mothers

Breastfeeding in public places – your right to breastfeed when you are out and about

<u>Polish language information</u> - rights at work for mothers, fathers and partners; your right to breastfeed when you are out and about

**Spanish language information** – your rights at work

<u>Maternity rights for migrants</u> – information for EU nationals and other migrants <u>Maternity rights for refugees and asylum seekers</u> – information for refugees, asylum seekers and refused asylum seekers