

Maternity leave - Policy

BIS does not currently have a common maternity leave and pay policy. The following maternity leave and pay policy, procedure and advice pages therefore aim to bring together common elements from the existing legacy arrangements that all employees can refer to and will highlight where legacy arrangements differ.

First published: 26 March 2013

1.13 Annual leave

Employees retain their contractual entitlement to annual leave, as well as public and privilege holidays, throughout the 52 week maternity leave period. For part-time employees, or employees who do not take the full 52 week maternity leave period, annual leave and public and privilege holidays will accrue on a pro rata basis.

Annual leave cannot be taken in between Ordinary and Additional Maternity Leave, except in cases where former DfES employees choose to 'reserve' some of their Additional Maternity Leave (see paragraph 1.10). Other employees may, with their line manager's approval, take any annual leave and / or public and privilege holiday entitlement they will accrue during the maternity leave period either:

- before the start of their maternity leave; or
- at the end of their maternity leave period and immediately before returning to work.

The normal carryover arrangements will apply to any unused leave which has been accrued up to the start date of the maternity leave period.

Unused leave accrued during the maternity leave period which could not be taken before the end of that leave year can be carried over into the next leave year in excess of the normal carryover arrangements. This applies only to the end of leave year immediately following the employee's return from maternity leave.