



MATERNITY LEAVE POLICY

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Destroy All Previous Issues

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Glossary

Term	Description

1 INTRODUCTION

This policy sets out the rights of employees to statutory maternity leave and pay.

The organisation recognises that, from time to time, employees may have questions or concerns relating to their maternity rights. It is the organisation's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the maternity provisions are complex, if an employee becomes pregnant she should clarify the relevant procedures with the HR department to ensure that they are followed correctly.

The following definitions are used in this policy:

"Expected week of childbirth" means the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth.

"Qualifying week" means the 15th week before the expected week of childbirth.

All employees who take maternity leave have the right to return to work at any time during either ordinary maternity leave or additional maternity leave (except during the first two weeks from the day of childbirth or four weeks in the case of factory workers), subject to their following the correct notification procedures as set out below.

This procedure should be read in conjunction with the document '*A Guide to Maternity Leave*'.

Badger aims to ensure that no female employee is disadvantaged or discriminated against because of pregnancy.

2 LENGTH OF MATERNITY LEAVE

All pregnant employees (regardless of length of service) have the right in law to take up to 26 weeks' ordinary maternity leave and up to a further 26 weeks' additional maternity leave and to resume work afterwards. The employee is therefore entitled to a total period of 52 weeks' maternity leave. Additional maternity leave follows on immediately from the end of the period of ordinary maternity leave.

Statutory Maternity Pay will be paid for a period of 39 weeks; however the Maternity Pay Period will not cover the remaining 13 weeks of the additional maternity leave period.

3 HOW MUCH MATERNITY PAY WILL THE EMPLOYEE RECEIVE?

Employees who have been continuously employed by Badger for at least 26 weeks at the end of their qualifying week and are still employed during that week, will qualify for Statutory Maternity Pay (SMP), providing that:

- they are still pregnant 11 weeks before the start of the expected week of childbirth (or have already given birth);
- they have provided a MAT B1 form stating their expected week of childbirth; and
- their average weekly earnings are not less than the lower earnings limit for national insurance contributions.

SMP is payable for up to 39 weeks, with the first six weeks payable at 90% of the employee's average weekly earnings. The remaining 33 weeks is payable at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate. It is treated as earnings and is therefore subject to PAYE and national insurance deductions.

If the employee becomes eligible for a pay rise between the start of the original calculation period and the end of her maternity leave (whether ordinary maternity leave or additional maternity leave), the higher or standard rate of SMP will be recalculated to take account of the employee's pay rise, regardless of whether SMP has already been paid.

This means that the employee's SMP will be recalculated and increased retrospectively, or that she may qualify for SMP if she did not previously. The employee will be paid a lump sum to make up any difference between SMP already paid and the amount payable as a result of the pay rise.

Payment of SMP cannot start prior to the 11th week before the employee's expected week of childbirth. It can start from any day of the week in accordance with the date the employee starts her maternity leave.

SMP is payable whether or not the employee intends to return to work after her maternity leave.

Employees who are not entitled to SMP may be entitled to receive maternity allowance payable directly by the Government. If an employee is not entitled to SMP, the organisation will provide the employee with an SMP1 form to allow her to pursue a claim for maternity allowance.

4 TIMING OF MATERNITY LEAVE

Ordinary maternity leave can start at any time after the beginning of the 11th week before the employee's expected week of childbirth (unless her child is born prematurely before that date in which case it will start earlier). Maternity leave will start on whichever date is the earlier of:

- the employee's chosen start date;
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the expected week of childbirth.

If the employee gives birth before her maternity leave was due to start, she must notify the organisation in writing of the date of the birth as soon as reasonably practicable.

If she continues to work beyond the 11th week and has an illness certified as unrelated to her pregnancy, her absence will be treated under the normal sick leave arrangements. If however, the illness is related to her pregnancy and there are fewer than four weeks before the expected date of delivery, then she will be counted as having started her maternity leave on the 4th day of her absence.

In the interest of health and safety, employees wishing to postpone the commencement of Maternity Leave may be required to provide a doctor's certificate confirming that she is fit to continue to work until a date specified on the certificate.

The law obliges all employees to take a minimum of two weeks of maternity leave immediately after the birth of the child.

NB. Once Maternity Leave has started, there is no entitlement to sick pay.

5 NOTICE REQUIREMENTS

On becoming pregnant, an employee should notify her line manager as soon as possible. This is important as there are health and safety considerations for the organisation.

By the end of the qualifying week, or as soon as reasonably practicable afterwards, the employee is required to inform the organisation in writing of:

- the fact that she is pregnant;
- her expected week of childbirth (confirmed on MatB1); and

- the date on which she intends to start her maternity leave (Form A in Appendix 1).

The employee must also provide a MAT B1 form, which is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor's name and address or the midwife's name and registration number on it.

The employee is permitted to bring forward her maternity leave start date, provided that she advises the organisation in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone her maternity leave start date, provided that she advises the organisation in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

The organisation will formally respond in writing to the employee's notification of her leave plans within 28 days, confirming the date on which she is expected to return to work if she takes her full 52-week entitlement to maternity leave.

The employee is required to give at least 28 days' notice of the date that she wants her statutory maternity pay to begin. If it is not possible for the employee to give 28 days' notice, for example if the baby arrives early, she should tell the organisation as soon as reasonably practicable.

6 TIME OFF FOR ANTENATAL CARE

Once an employee has advised the organisation that she is pregnant, she will be entitled not to be unreasonably refused paid time off work to attend antenatal appointments as advised by her doctor, registered midwife or registered health visitor.

To be entitled to take time off for antenatal care, the employee is required to produce a certificate from her doctor, registered midwife or registered health visitor, stating that she is pregnant. Except in the case of the first appointment, the employee should also produce evidence of the appointment, such as a medical certificate or appointment card, if requested to do so.

Antenatal care may include relaxation and parent craft classes that the employee's doctor, midwife or health visitor has advised her to attend, in addition to medical examinations.

The employee should endeavour to give her line manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

An individual who has a qualifying relationship with the employee, which includes the employee's husband or civil partner and the father of the expected child, is eligible to take unpaid time off to accompany the employee at up to two antenatal appointments. The individual with the qualifying relationship should ask the HR Department for more details of the right.

7 HEALTH AND SAFETY

The organisation has a duty to take care of the health and safety of all employees. We are also required to carry out a risk assessment to assess the workplace risks to women who are pregnant, have recently given birth or are breastfeeding where the work is of a kind that could involve a risk of harm or danger to her health and safety or the health and safety of her baby and the risk arises from either processes, working conditions or physical, chemical or biological agents in the workplace. If applicable, the organisation will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out her normal job duties, the organisation will take such steps as are reasonably necessary to avoid those risks, such as altering the employee's working conditions. In some cases, this may mean offering the employee suitable alternative work (if available) on terms and conditions that are not substantially less favourable.

If it is not possible for the organisation to alter the employee's working conditions to remove the risks to her health and there is no suitable alternative work available to offer her on a temporary basis, the organisation may suspend

her from work on maternity grounds until such time as there are no longer any risks to her health. This may be for the remainder of her pregnancy until the commencement of her maternity leave. If an employee is suspended in these circumstances, her employment will continue during the period of the suspension and it does not in any way affect her statutory or contractual employment and maternity rights. The employee will be entitled to her normal salary and contractual benefits during the period of her suspension, unless she has unreasonably refused an offer of suitable alternative employment.

As soon as the employee knows she is pregnant, she should advise her Manager who should carry out an H&S for new and expectant mothers risk assessment (see Form C in Appendix 3). The form must be completed by the employee's manager with the involvement of the employee.

There is a guidance notes and the H&S Risk Assessment Form D attached. The Manager is responsible for carrying out the risk assessment and discussing the issues and conclusions with the employee. The Manager must take whatever action is necessary to protect the employee and their baby.

Both the employee and her Manager should be satisfied that the duties of the post will not be harmful to the employee or her baby. If her GP has imposed any medical restrictions, which could affect the way the employee carries out her job, she is required to advise her Manager.

If a mother has returned from maternity leave and is breastfeeding, there may be a need to reassess the work environment to comply with legislation which is specific to new and expectant mothers. In which case, her Manager should carry out a further risk assessment.

8 SICKNESS ABSENCE

If an employee is absent from work during pregnancy owing to sickness, she will receive normal statutory or contractual sick pay in the same manner as she would during any other sickness absence provided that she has not yet begun ordinary maternity leave. If, however, the employee is absent from work due to a pregnancy-related illness after the beginning of the fourth week before her expected week of childbirth, her maternity leave will start automatically.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify the organisation in writing of this as soon as reasonably practicable.

9 RIGHTS DURING MATERNITY LEAVE

During ordinary maternity leave and additional maternity leave, all terms and conditions of the employee's contract except normal pay will continue. Salary/wages will be replaced by SMP if the employee is eligible for it.

This means that, while sums payable by way of wages/salary will cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue and pension contributions will continue to be paid.

Employees are encouraged to take any outstanding holiday due to them before the commencement of maternity leave. Employees are reminded that holiday must be taken in the year that it is earned.

9.1 Annual Leave

The employee will retain her statutory annual leave entitlement throughout the ordinary and additional maternity leave. The employee will continue to accrue annual leave during maternity leave at the contractual rate. However, during any period of unpaid maternity leave (AML), she will only accrue annual leave at the statutory minimum (28 days per year, pro rata).

The employee is required to give notice when she intends to take annual leave and should take any outstanding annual leave before the start of her Maternity Leave wherever possible. Carrying leave over into the next financial year on the grounds of inability to take annual or other leave due to absence on maternity leave is normally permitted.

9.2 Pension

Pension contributions should be worked out as if the employee is working normally and being paid as usual for doing so. If the scheme requires the employee to contribute, her contributions should be based on the amount of SMP she is being paid.

9.3 Contact during maternity leave

The organisation reserves the right to maintain reasonable contact with employees during maternity leave. This may be to discuss employees' plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.

9.4 Procedure if the baby is born early

If the baby is born prior to the 11th week before the expected week of the birth, then Maternity Leave will commence from the first day of the employee's absence. Prior absence, supported by a medical statement of incapacity for work or a self certificate will be treated as sick leave in accordance with the arrangements for sick leave.

If the employee has worked in the actual week that the baby arrives, she is entitled to payment in respect of the work done and her Maternity Leave will commence from the first day she is off work. If her manager agrees and the baby has been born prior to the 11th week before the expected week of birth and subsequently the baby is in hospital, the employee may choose to split her maternity leave entitlement, perhaps taking a short period immediately after confinement and then returning to work and taking the balance of leave following the baby's discharge from hospital.

If the baby is born before the 11th week before the expected week of birth, and the employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start at the beginning of the actual week of childbirth.

10 KEEPING IN TOUCH DAYS

10.1 During the maternity pay period

The employee may, by agreement with her line manager, have up to 10 days work under her contract of employment during the maternity leave period for which she will be paid without losing any SMP or MA. Once she uses her "KIT" days, she will once again lose a week's SMP for any week in which she works under her contract of employment.

The purpose of "KIT" days is to allow the employee to work days (up to 10) during her maternity pay period and could also be used for training or keeping in touch with colleagues. Any work carried out on a day shall constitute a day's work for these purposes.

"KIT" days can only be taken where **both** the employee and her line manager agree that it would be beneficial. Neither side is able to insist that "KIT" days are worked. The organisation has no right to require employees to carry out any work and employees have no right to undertake any work during their maternity leave. Any work undertaken, and the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between employees and the organisation.

11 RETURNING TO WORK

11.1 Expected return to work

The employee will not be routinely contacted regarding her maternity leave before the end of paid or unpaid maternity leave and will be expected to return to work once her maternity leave has ended if the employee has previously indicated her intention to do so.

The Maternity (Compulsory Leave) Regulations 1994 prohibits the return to work of an employee within two weeks from the date of childbirth.

The employee may return to work at any time during ordinary maternity leave or additional maternity leave, provided that she gives the appropriate notification. Alternatively, the employee may take her full period of maternity leave entitlement and return to work at the end of this period. If the employee wishes to return before the full period of maternity leave has elapsed, she must give at least eight weeks' notice in writing to the organisation of the date on which she intends to return.

The employee has the right to resume working in the same job if returning to work from ordinary maternity leave. If the employee returns to work after a period of additional maternity leave, she is entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

Failure to return to work by the end of maternity leave will be treated as an unauthorised absence unless the employee is sick and produces a current medical certificate before the end of the maternity leave period.

If the employee decides during maternity leave that she does not wish to return to work, she should give written notice of resignation to the organisation as soon as possible and in accordance with the terms of her contract of employment.

11.2 Transfer of maternity leave

Shared parental leave

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date. **(See Badger's Shared Parental Leave Policy)**

11.3 Requests for flexible working

When considering returning to work, the employee may wish to request to change working hours/patterns. If so, requests should be put in writing to the line Manager see **Badger's Work-life Balance Policy – Flexible working** request form.

Wherever possible, Badger will meet the expectation of women wanting to return under more flexible working arrangements to ensure that they will continue to have broadly similar duties on their salary.

11.4 Procedure if employee is sick when due to return to work

Normal contractual arrangements for sickness absence will apply providing the employee has given notification of return to work if this is earlier than the end of paid or unpaid Maternity Leave.

12 NOT INTENDING TO RETURN

An employee who resigns their post will receive paid leave at SMP rate of 6 weeks at 90% of average earnings and 33 weeks at the Lower rate of SMP or 90% of average earnings if less than SMP. The contract of employment will be terminated after 39 weeks from commencement of their maternity leave.

13 CHECKLIST FOR EMPLOYEES

Inform your manager of your pregnancy as early as possible, in writing, so an adequate Risk Assessment (Form C in Appendix 3) can be undertaken as soon as you are aware of your pregnancy.

- Contact Human Resources to clarify your entitlement and discuss with your manager your Maternity Leave period and provisional return arrangements (if applicable).
- If you have at least 26 weeks service at the end of the 15th week before the EWC, you will be entitled to Statutory Maternity Pay.
- By the end of the 15th week before your EWC, ensure that you have sent the Human Resources Department your MATB1 plus the Maternity Leave application form (Form B in Appendix 2).
- Check your annual leave entitlement with your manager and book any outstanding leave.
- If you think you may want to change your hours on return, or consider flexible working options, discuss this with your manager at the earliest opportunity. Your request should be made in writing and copied to Human Resources. (Form F in Appendix 7).
- It is important to remember that you need to inform the Human Resources Department of the actual date your Maternity Leave commences if this varies from your original Maternity Leave application, prior to commencing your Maternity Leave to ensure you are paid correctly.
- The Work and Families Act 2006 allows you to work up to 10 KIT days work (keeping in touch days) during your maternity leave. Both you and your line manager have to agree on the KIT days. This will not affect your maternity entitlement.
- Provide 8 weeks notice of your return to work, if you intend to return before the end of your paid or unpaid maternity leave, otherwise your entitlements may be affected.

14 MISCELLANEOUS

14.1 Time off for ante-natal/post-natal care

Employees have a legal right to paid time off for ante-natal/post-natal care appointments providing they are able to demonstrate they have made such an appointment and that the request for time off is made in advance of this.

14.2 Maternity Leave whilst on fixed term contract

If an employee is on a fixed term contract, which expires after the 11th week before the expected week of birth and before six weeks after the expected date of delivery, providing they satisfy the conditions for receiving SMP, their contract will be extended in order for them to receive the full 39 weeks paid maternity leave. If they do not satisfy the conditions, they may be entitled to Maternity Allowance.

14.3 Protection from dismissal and detriment

Employees are protected from dismissal and detriment during or after a maternity leave period, or selection for redundancy in preference to other comparable employees, solely or mainly because she has taken maternity leave or benefited from the terms and conditions of employment to which she was entitled during that leave.

An employee who has been dismissed on these grounds should appeal against the dismissal as part of the Appeals Process

15 APPENDIX 1

FORM A – (HR-F-066)

FORMAL NOTIFICATION OF PREGNANCY FORM

This form should be completed by the employee and returned to the Human Resources Department as soon as a staff member is able to advise Badger she is pregnant.

Please complete the following details: *(please PRINT)*

Full Name:	
Job Title:	
Contracted Hours:	
Department:	
Location:	
Expected date of child's birth:	
Signed	
Date	

Please return this form to the HR department so that a risk assessment of your duties and working environment can be undertaken by your line manager.

Your confirmation of pregnancy also ensures that your manager and the HR department commence the process and procedures in place for caring and protecting expectant mothers.

Yours sincerely,

Human Resources Department

For Office Use Only:

Date Received by HR: ____/____/____ Signature: _____

APPENDIX 2

FORM B (HR-F-067)

MATERNITY LEAVE APPLICATION FORM

This form should be completed by the employee and returned to the Human Resources Department by the end of the 15th week before the EWC.

a) Application for: *(Please tick as appropriate)*

- i) Statutory Maternity Leave Pay – 6 weeks @ 90% of average weekly pay
 Statutory Maternity Leave Pay – 33 weeks @ current SMP rate or 90% of average earnings if less than current SMP rate.
 (employee has at least 26 weeks service)
- ii) Unpaid Maternity leave
 (employee has less than 26 weeks service)

b) Please complete the following details: *(please PRINT)*

Full Name:		
Job Title:		
Contracted Hours:		
Department:		
Location:		
Expected date of child's birth:		
Commencement of Maternity Leave:	From:	To:
Address for correspondence during pregnancy:		
Home phone number:		
Mobile phone number:		
Date of employment commenced with Badger:		
Signed		
Date		

For Office Use Only:	
Date Received by HR: ____/____/____	Signature: _____
Date Given to Payroll: ____/____/____	Payroll Signature: _____
Statutory Maternity Leave Pay <input type="checkbox"/>	Unpaid Maternity Leave <input type="checkbox"/>

APPENDIX 3**FORM C (HR-F-068)****THE HEALTH AND SAFETY OF NEW AND EXPECTANT MOTHERS
Form to be completed by Manager in conjunction with the Employee**

Under the Management of Health and Safety at Work Regulations 1999 Badger has a statutory duty to carry out a Risk Assessment of all significant workplace hazards and record the findings and the action taken to reduce risks. Staff who are pregnant, new mothers, or those breastfeeding may be subject to additional risks. An additional Risk Assessment must be carried out and control measures introduced when an employee is pregnant, returns from maternity leave, or is breastfeeding.

Employee's Name:

Department: Date of Assessment:/...../.....

Job Title:

Manager Responsible: Review Date:/...../.....

What additional risks have been identified arising from the work or environment?

What action has been taken to reduce risks?

Actioned by: Date actioned:/...../.....

Additional actions, recommendations or comments from Manager:

Manager's signature: Date:/...../.....

Is Occupational Health advice required?	Yes/No	(please delete)
---	--------	-----------------

Additional recommendations and comments from Occupational Health:

For Occupational Health: Date:/...../.....
--

On completion, a copy of this form should be sent to the Human Resources Department (and Occupational Health where necessary)

18 APPENDIX 4**FORM D (HR-F-069)**

**• GUIDANCE NOTES FOR CARRYING OUT
HEALTH AND SAFETY RISK ASSESSMENT**

1) New and Expectant Mothers at Work

The following notes give guidance on protecting the health and safety of workers who are new or expectant mothers, in accordance with Management of Health and Safety at Work (Amendment) Regulations 1997. Some hazards in the workplace may affect the health and safety of new, and expectant mothers, and of their new born baby, if breast feeding.

Employers are required to assess the risks of all employees, including new and expectant mothers and to do what is reasonably practicable to control those risks.

When a significant risk to the health and safety of an expectant, new, or breast feeding mother has been identified, action must be taken to:

- * Inform all female employees of child-bearing age
- * Explain control measures to be introduced

Management of Health and Safety (Amendments) Regulations 1994 specifically require particular account to be taken of risks to expectant, new, or breast feeding mothers when assessing risks in the workplace. When an identified risk cannot be avoided by any other means, the employer will need to:

- * Make changes to the working conditions or hours
- * Offer suitable alternative work
- * Give special paid leave for as long as necessary to protect the health and safety of a new or expectant mother or her baby

The Regulations require action when the employer is informed, in writing, that an employee is pregnant. They also provide for the employer to request, in writing, a certificate from a registered medical practitioner or registered midwife confirming a pregnancy.

These guidance notes set out known risks to new and expectant mothers and the unborn child and give advice on managing these risks.

Physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new and expectant mothers are set out below. Risk assessments must be regularly reviewed to protect the foetus during the various stages of pregnancy and/or whilst an employee is breast feeding.

2) Biological Agents

Biological agents in hazard groups 2, 3 and 4 can affect the unborn child if the mother is infected during pregnancy. There is a higher than normal risk for healthcare workers and advice on specific infections can be obtained from the Occupational Health Department. The action required will depend on the outcome of the risk assessments under the Control of Substances Hazardous to Health Regulations 1994.

If there is a known high risk of exposure to a highly infectious agent, then pregnant workers should avoid exposure altogether.

Some biological agents included in groups 2, 3 and 4 are known to cause abortion of the foetus or physical and neurological damage. These include rubella (German Measles), toxoplasmosis, cytomegalovirus and chlamydia.

3) Manual Handling of Loads

The changes an employer should make will depend upon the risks identified at risk assessment and the circumstances of the business.

4) Extremes of Temperature

When pregnant, women tolerate heat less well and may more readily faint or be liable to heat stress. Breast-feeding may be impaired by heat dehydration. Pregnant workers should take greater care when exposed to prolonged heat at work. Additional rest facilities and access to refreshments should be provided.

There are no specific problems from working in extreme cold.

5) Fatigue from Standing and other Physical Work

This has been associated with miscarriage, premature birth and low birth weight. Posture problems can be dealt with by:

- * Pacing work so that hours and volume are not excessive
- * Giving the employee, wherever possible, some control over how their work is organised
- * Providing seating where appropriate
- * Providing facilities for longer or more frequent rest breaks
- * Adjusting workstations or procedures

Excessive physical or mental pressure may cause stress and can give rise to anxiety and raised blood pressure, which should be avoided. Management should consider:

- * Adaptation of the job/role
- * Re-deployment

6) Shift Work/Night Work

If an employee who is a new or expectant mother works at night and produces a medical certificate stating that night work would be a significant risk to her health, the employer must either:

- * Offer suitable alternative daytime work if available
- * Suspend from work (on paid leave) during period of risk

7) Working with Display Screen Equipment (VDUs etc)

There is widespread concern that radiation emissions from display screen equipment have an adverse effect of pregnant women. There is substantial evidence to show that these concerns are unfounded. The only additional risk issues relating to working with display screen equipment relate to posture which has been dealt with previously in the guidance notes.

8) Other Aspects of Pregnancy which may affect Work

Apart from the hazards dealt with earlier in these guidance notes, there are other aspects of pregnancy, which may affect work. The impact will vary during the course of the pregnancy and you will want to keep their effects under review. These aspects include:

Aspects of Pregnancy

Morning sickness
 Backache
 Varicose veins
 Haemorrhoids
 Frequent visits to the toilet
 Increasing size

 Tiredness
 Balance
 Comfort

Factors in Work

Early shift work, exposure to nauseating smells
 Standing/manual handling/posture
 Standing/sitting
 Working in hot conditions
 Difficulty in leaving job/site of work
 Use of protective clothing, work in confined areas, manual handling
 Overtime, evening work
 Problems of working on slippery wet surfaces
 Problems of working in tightly fitting clothing or small work space

Note: Dexterity, agility, co-ordination, speed of movement and reach may be impaired because of increasing size.

If you need further advice please contact the Human Resources Department

19 APPENDIX 5

FORM E (HR-F-070)

• NOTIFICATION OF INTENTION REGARDING FUTURE EMPLOYMENT WITH BADGER

Please complete the following details if you WISH to return to work:

1) Employee's Name:
.....

2) Address:
.....

..... Post code
.....

Telephone no:
.....

3) Job title:
.....

4) Department:
.....

I give 28 days notice of my intention to return to work at Badger after the completion of my maternity leave. The date on which I intend to recommence work will be

I give 8 weeks notice of my intention to return before the end of my maternity leave. The date on which I intend to recommence work will be

Please return this form to the Human Resources Department

20 APPENDIX 6

FORM E1 (HR-F-090)

• NOTIFICATION OF INTENTION REGARDING FUTURE EMPLOYMENT WITH BADGER

Please complete the following details if you do NOT wish to return to work:

1) Employee's Name:
.....

2) Address:
.....

..... Post code
.....

Telephone no:
.....

3) Job title:
.....

4) Department:
.....

I give 28 days notice of my intention to NOT return to work at Badger after the completion of my maternity leave. The date on which I will terminate my employment with Badger will be

Please return this form to the Human Resources Department