



Royal Air Force New Parent Pack

# **Managing your Pregnancy and Maternity Leave**

A Guide for Service Personnel

v3

The contents of this booklet are intended to simplify the procedure and entitlements of maternity arrangements and are for guidance only.

The following guidelines do not overrule policy in any way.

Please contact [Air-COSPers-Del-ParentWllbg@mod.gov.uk](mailto:Air-COSPers-Del-ParentWllbg@mod.gov.uk) for amendments or updates.

## I am pregnant – what do I need to do first?

### Make an appointment with your Medical Centre



When you find out you are pregnant, please book a routine appointment with your Medical Officer (MO), even if you are a reservist with a civilian GP. At the appointment they will discuss appropriate protections, specific to your job role and workplace. Depending on how many weeks pregnant you are, and your wishes, a pregnancy specific downgrade may be applied at this point. Your line manager will only be informed (via your JMES) with your permission.

### Self-refer to a midwife



You will need to self-refer to an NHS midwife in the area that you are living. This may be different to the location in which you intend to have the baby or take your maternity leave. The MO will let you know how to contact the midwife, or you can look them up by searching 'self-refer midwife (my location)' online. You can self-refer to a midwife without having first seen the MO.

### When you are ready tell your line manager



You are under no obligation to inform them straight away, but the earlier you do so the sooner you can start working together to ensure that you have good lines of communication and that all the necessary health and safety requirements are in place.

You must provide them with a copy of the 'Supporting Your Staff During Pregnancy – A Guide for Line Managers' booklet, which will help them help you.

Should you and your line manager be struggling to answer any questions that you have, or if you require additional support outside of your chain of command, you should contact your HR Centre or Unit HR in the first instance. If your HR Centre or Unit HR are unable to help, please email [Air-COSPers-Del-ParentWillbg@mod.gov.uk](mailto:Air-COSPers-Del-ParentWillbg@mod.gov.uk) including your correspondence with HR in the email trail.

**Remember** – This may be the first time your line manager has had to support someone through pregnancy and maternity. It could be as new to them as it is to you. They are there to help and support you, but you should lead on discussions about what you are choosing to do including maternity leave plans and changes needed in the workplace as your pregnancy progresses.

### Work with your line manager to do a Health & Safety Risk Assessment



Your line manager must consider your health and safety in the workplace and **carry out a risk assessment** once you have notified them of your pregnancy. It should continue to be reviewed as your pregnancy progresses just in case anything changes. Suitable rest facilities are also to be made available for you should you need them.

The [Risk Assessment Form 5010](#) can be found in [JSP 375](#). It may be necessary to place restrictions on your duties to ensure that the MOD can fulfil its legal obligations and responsibilities for your health and safety, and that of your unborn child.

### When you are ready tell your career manager



Let your career manager know as soon as you are ready. You may not know what you want to do about the length of leave or future posts at this point but having an early discussion will help them help you with your planning.

**Remember** – You must formally notify your commanding officer and career manager of your pregnancy, by letter or email, no later than the 15th week before your expected week of childbirth. This is usually done by giving them a copy of your MAT B1 Form which will be given to you by your midwife on or after the 20th week of pregnancy.

### Download MyRAF App onto your phone



MyRAF allows you access to things like the uniform shop and pay statements without the need to log onto MoDNet. You should also check out the parenting section, where you can find this leaflet as well as other parenting resources and links.

### Order your maternity uniform



You should order your maternity uniform through MyRAF so that it is ready to go as soon as you might need it. You are entitled to the following, but it is up to you which combination you choose to wear:

- 3 – Maternity dress
- 1 – Maternity trousers
- 1 – Maternity skirt
- 4 – Maternity blouse
- 1 – Cardigan

Although there is no pregnancy specific weatherproof jacket many stores hold a stock of different sizes specifically for pregnant servicewomen so that you can keep changing sizes as needed. If they don't, then a larger jacket can be issued free of charge. The sleeves can be taken up as well by the tailor if needed. If a suitable sized issue jacket cannot be provided, then a dark civilian coat may be worn. Headwear should not be worn in this instance.

Should your service issue footwear become uncomfortable during your pregnancy, you should discuss wearing a suitable, more comfortable alternative with your line manager.

## Time off for antenatal appointments



You are entitled to reasonable paid time off for antenatal care once you have told your line manager about your pregnancy. This includes time spent travelling to the appointment and waiting to be seen. Antenatal care can include scans and meetings with the midwife, as well as relaxation and parent craft classes.

The appointment must relate to your pregnancy and have been made on the advice of a doctor, nurse or midwife. No proof is required for your first appointment. For subsequent appointments your line manager can request proof of the appointment. Your line manager cannot unreasonably refuse paid time off for antenatal care or require you to "make-up" the time spent at appointments.

Your time off is to be logged as Ante Natal Appointment on JPA. This can easily be done by completing the form [JPAR001](#) (Application for Leave or other Absence Type) prior to your appointment and submitting to your HR Centre or Unit HR for action on JPA.

**Did you know?** – Your partner or the father of the child is also entitled 2 days off to accompany you to antenatal appointments. If they are serving this leave is paid and is booked using the form [JPAR001](#) (Application for Leave or other Absence Type) and selecting the box 'Antenatal Appointment Leave (Other Parent).

If they work for another company their company policy will say if the time is either unpaid or paid.

## What do I need to know about Pay, Leave and Terms of Service?

### Working out your key dates



Before we talk about leave and pay, you are going to need a few key dates at your fingertips so grab a calendar.

#### Expected Week of Childbirth (EWC)

The first piece of information you are going to need is what your EWC is. It begins on the Sunday before your due date and ends on the Saturday after. If your due date is on a Sunday, your EWC begins on the same day.

#### Qualifying Week

Your qualifying week is the week that your entitlement to statutory pay or maternity allowance is worked out from. On a calendar count back 15 weeks from the first day of your EWC and that is your Qualifying Week.

#### The date you intend to start maternity leave

You might not know when this is yet, but it will become a key as all the calculations for the end of leave and pay are taken from this date. Your options for when you can start maternity leave are explained on the following pages.

### Did you know maternity leave and pay are separate entitlements?



You will find it easier to get your head around if you know that leave and pay are separate entitlements. Every pregnant Servicewoman is entitled to maternity leave, but not everyone is entitled to maternity pay.

### Maternity leave



It doesn't matter how long you have been serving, you can take up to 52 weeks of maternity leave.

Those 52 weeks are broken down into 2 periods:

- Ordinary Maternity Leave (OML) is weeks 1 – 26 inclusive.
- Additional Maternity Leave (AML) is weeks 27 – 52 inclusive.

The first two weeks of maternity leave after the birth are compulsory. It is a legal requirement that you do not work during this time.

**Note** – You can't stop and start maternity leave. If you return to work, you can't go back on to maternity leave. If you want to do this, then either use a KIT day or Shared Parental Leave options should be explored. There is another leaflet in this series on Shared Parental Leave.

### Maternity pay



Maternity pay is more complex than leave and depends on a number of factors including how long you have been serving, your commitment type and your intentions on returning to work at the end of your leave period. The information below is based on straight forward circumstances. If you have a more complex situation or require further clarification [JSP 760 – Leave Regulations](#) should be referred to as well as having a discussion with your HR Centre or Unit HR.

There are 2 parts to maternity pay, the bit that the Government pays which is called Statutory Maternity Pay, and the bit that the RAF pays, which is called Occupational Maternity Pay.

- **Statutory Maternity Pay (SMP)** – This is the Government allowance that is paid for the first 39 weeks of maternity leave. If you qualify for SMP it will be paid through your pay and is subject to your normal tax and National Insurance deductions.
- The first six weeks of SMP will be paid at 90% of your average weekly earnings (including Recruitment and Retention Pay (RRP)) before tax.
- The remaining 33 weeks will be paid at the lower of either the standard rate of SMP or 90% of your average weekly earnings.

Average Weekly Earnings are calculated in accordance with the Governments [employer's guidance](#). The current rate of SMP is published [Here](#).

- **Occupational pay** – This is your RAF pay which is paid for the first 26 weeks of your maternity leave. Occupational pay tops up your SMP to your normal pay rate. Entitlement to occupational pay is explained in the table below. So, in terms of money received, what you see in your bank is the same, but it is made up of SMP and occupational pay.
- **No pay** – Weeks 40-52 (inclusive) are unpaid.

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| Statutory Pay<br>6 Weeks –<br>Paid at<br>90% AWE |   |  |  | Statutory Pay 33 Weeks – Paid at<br>lower of standard rate or 90% |  |  |  |    |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |    | No pay 13 Weeks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## What pay am I entitled to?



We mentioned earlier that not everyone is entitled to SMP or occupational pay. It all depends on how long you have been serving and what your intentions are with regards returning to work. The table

below tells you what the pay entitlement is in different scenarios of length of service. If you are unsure of your entitlement, contact your HR Centre or Unit HR.

| Length of Service   | Pay Entitlement   |
|---|---|
| Less than 26 weeks continuous service by the Qualifying Week and still serving in the Qualifying Week whether or not you intend to return to service.   | You will not be entitled to occupational pay; nor will you be entitled to statutory pay.<br><br>Depending on your individual circumstances you may be entitled to other state benefits. |
| 26 weeks or more, but less than a year's continuous service by the Qualifying Week and still serving into the Qualifying Week whether or not you exercise your right to leave on pregnancy.   | You will be eligible for 39 weeks of statutory pay if you earn on average £123 per week. You will not be entitled to occupational pay.  |
| One year's continuous service by the Qualifying Week, and still serving into the Qualifying Week and have stated your intention to return to duty to complete your Return of Service following maternity leave.                           | You will be entitled to 39 weeks of statutory pay and 26 weeks of occupational pay.   |
| One year's continuous service by the Qualifying Week, and still serving into the Qualifying Week and have chosen to exercise your right to leave on pregnancy.  | You will be entitled to 39 weeks of statutory pay. You will not be entitled to occupational pay.  |
| Volunteer reserves with a year's continuous service by the Qualifying Week, who are still serving into the Qualifying Week and who state their intention to return to duty to complete their Return of Service following maternity leave. | You will be entitled to 39 weeks of statutory pay and 26 weeks of occupational pay.   |

## Return of Service

If you get paid occupational pay during your maternity leave, you are expected to complete a Return of Service of one week for every week of occupational pay. If you don't complete it, you will have to pay back the occupational pay element.



## I am still in Basic Training – What leave and pay am I entitled to?

If you are an RAF recruit, and you become pregnant after joining, your rights to maternity leave and pay will be as per the tables listed previously.



## When can I start my maternity leave?



You can choose for it to start at any time from the 11th week before your EWC. The military also has a special provision that allows you to take unpaid pre-natal leave between the 14th and 11th weeks prior to your expected week of childbirth if you wish.

If your baby is born before you have started your maternity leave, your leave will start on the day following the birth, and the end date will be recalculated.

If you are off work for a pregnancy related illness in the 4 weeks before your expected week of childbirth,

then your maternity leave will start and your return date recalculated.

## What are my options post maternity leave?

There are two options available to you:

### Option 1

Return to work after a period of maternity leave.

It is up to you how much of your 52 weeks you want to take. You notify the RAF of the date you choose using the Maternity Notice Form [JPAR004](#).

### Option 2

Exercise a special right to leave the RAF prematurely on the grounds of pregnancy.

You are strongly advised to seek advice from your HR Centre or Unit HR if you choose this option so that you know the effects this may have on your maternity entitlements, pay and pension.

You may opt to leave under these special terms at any time up to your return to work but should normally give sufficient notice to allow for discharge procedures.

If you want to elect for Option 2 you should complete the Maternity Notice Form [JPAR005](#).

## What do I need to do if I want to change my plans?

You can change your plans by giving 56 days-notice in writing.

If you have exercised your right to leave the RAF on grounds of pregnancy and you want to withdraw that notice, then you must complete [JPAR004](#) (Application to Return to work from Maternity Leave) and email your request to your HR Centre or Unit HR who will forward onto Career Management. Applications will be decided on a case-by-case basis. This should be completed 56 days prior to your intended Return to Work date to allow time for the application to be processed. There is no automatic right to withdraw your notice, but every effort will be made to retain you where possible.

If you have been in receipt of occupational pay and then decide to amend your leaving date from the Service so that you would leave without completing the required Return of Service, you should be aware that you will be required to pay back the occupational pay received (not the statutory pay element).

## How are my Terms of Service affected?

### Paid leave

During paid periods of maternity leave your normal terms and conditions of service apply, and your leave is reckonable service for purposes of pay increments, seniority, promotion, pension, annual leave and public holidays. It doesn't matter if it is occupational or statutory pay you are in receipt of.

### Unpaid leave

If any of your maternity leave is unpaid such as the last 13 weeks of Additional Maternity Leave (weeks 40-52 inclusive), or if you are not entitled to claim statutory pay, then this is classed as reckonable service for pay increments, seniority, promotion, annual leave and public holidays but **NOT pension**. You can apply to extend your service to take account of this by e-mailing your HR Centre or Unit HR who will assist you in completing an Application for Extension to Service. This will be staffed to Career Management by your HR staff. Applications for Extensions of Service are also a check sheet action for HR staff and you should therefore be contacted by your HR Centre or Unit HR in regard to this on your Return to Work.

## Employment after maternity leave

If you opt to return to work at any point up to the end of your Ordinary Maternity Leave (up to and including week 26) then you have a right to return to your old post, if you so wish. If you are returning to work at any point during Additional Maternity Leave (week 27-52 inclusive), the Service will endeavour to meet your geographical and posting preferences in accordance with normal Service arrangements. Before you go on maternity leave discuss keeping in contact with your Career Manager whilst you are away, your career aspirations, posts you are interested in and any key dates such as house moves etc.

## What happens if I find out I am pregnant whilst deployed?

If you are already deployed when your pregnancy is confirmed, the MO will conduct a clinical risk assessment. In most cases this will result in you being returned to the UK with the award of a non-deployable JMES. Exceptionally, where it can be demonstrated that clinical risk is of an acceptable level, a limited deployable JMES may be awarded allowing for your return to the UK to be deferred to a later stage of the pregnancy. Please note that even if there appears to be adequate antenatal care, there may be insufficient obstetric care to cope with any potential complications or premature births. The Service will always consider the health and safety of you and



your baby to be of prime importance when making the decision to return you from deployment. The clinical risk assessment may, therefore, advise relocation on neonatal grounds before you reach 22 weeks gestation.

## What happens to my annual appraisal?



As a period of maternity leave can mean that you are out of the work environment for up to 52 weeks, an appraisal report will be provided for any pregnant servicewoman commencing maternity leave. This will be done by either deferring or bringing forward your annual report; this is to ensure that any reporting gaps are kept to a minimum and that any promotion board will have the most recent possible report to consider. For further information refer to [JSP 757](#).

You should discuss your appraisal requirements with the HR Clerk administering your maternity leave, who will liaise with the appraisal team and your Line Manager. This is part of the administration process for maternity leave and your HR Clerk will ensure the necessary action is taken.

If you are selected for promotion while pregnant or on maternity leave, you will not be overlooked for assignment to a suitable appointment in the new rank on the grounds of maternity absence. Your career manager will contact you to discuss your options.

## Service Families Accommodation (SFA)



If you are Married/Registered in a civil partnership and your Personal Status Category (PStat) reflects this on JPA you will be able to apply at any point.

If you are single, you will be entitled to SFA prior to the birth of your child. At 6 months pregnant you must apply to change your PStat via your HR Centre or Unit HR, then you are then able to make an application for SFA. Changes to PStat is done by e-mailing [JPAN001](#) to your HR Centre or Unit HR.

Housing applications are made using the [e1132 form](#) *(for security reasons it does not work on the internet)*. More information is available through Pinnacle at [www.pinnacleservicefamilies.co.uk](http://www.pinnacleservicefamilies.co.uk).

If you are unable to access MODNet at all whilst on maternity leave you should e-mail Pinnacle at [HomeServices@pinnacleservicefamilies.co.uk](mailto:HomeServices@pinnacleservicefamilies.co.uk) who be able to assist you.



## What Plans do I need to put in place before I go on maternity leave?

### Keeping In Touch (KIT) Plan



The Service is allowed to have reasonable contact with you whilst you are on maternity leave. It is your responsibility to put in place a Keeping in Touch Plan (KIT) with your line manager before you go on leave.

You should schedule time with them to discuss how you would like them to keep in touch with you, and you with them.

You should also discuss any opportunities for using your KIT days. It is ok if you don't know what you want to do with them right away, but your line manager may not know what they are, so cover them in the discussion as they may be aware of things coming up. You may also want to take the opportunity get a date in the diary that falls towards the end of your maternity leave to discuss your return to work.

**Note** – There is a planner at the end of this booklet for writing your plan down. You should keep a copy and give a copy to your line manager.

### Keeping In Touch (KIT) Days



KIT days are designed to enable you to keep up to date with new developments in your workplace and undertake training without ending your maternity leave.

You get 10 KIT days, and it is up to you how many you want to use. The only caveat is that they cannot be taken during the first two weeks following childbirth.

KIT days are reckonable service and, if you are not in receipt of occupational pay, you will be paid a full day's pay, even if you are only keeping in touch for part of a day. KIT days do not have to be a full day's work, you do not have to wear uniform and they do not have to be taken at your workplace.

Examples of KIT days include;

- Office briefings.
- Service briefings such as Armed Forces Pension Society.
- Branch/Trade conferences.
- Meetings with career managers or line managers.
- Courses.

- Discussing your breastfeeding plan with your line manager.
- Representative sport.
- Conducting personal service-related admin.
- Researching new posts/units prior to assignment.
- Attend work for a few hours while baby has a trial day at nursery.

### How to Claim a KIT Day



You should use [JPAR003](#). You can either use one for each day or claim for them all on one form.

All you need to do is write the detail of the KIT Day and get it signed by your Chain of Command or the organiser of the event and email to your HR Centre or Unit HR.

### Childcare considerations



As a service parent you are responsible for making your own arrangements for childcare and meeting the costs involved. Waiting lists can be very long for nursery places so you should start thinking about places before you start maternity leave. The RAF Families Federation has excellent information about [childcare and early years education](#) as well as tax free childcare for those eligible.

### Know where you stand with prescription charges



Serving Armed Forces Personnel do not have to pay for prescriptions if it is given to you on an FMed296 by your MO and is filled at your MOD contracted pharmacy. If you don't use your contracted pharmacy, you can pay for it at the pharmacy and claim the fee back through JPA.

You are also exempt from prescription charges if you are pregnant and for 12 months after birth. However, you MUST have a valid Prescription Charge Exemption Certificate if claiming exemption under these rules. Your midwife or health visitor can complete the application for you. You must have the certificate, or you will be fined for fraudulently claiming. The certificate is also proof of free NHS dental treatment whilst you are pregnant (Reservists).

## Do I need to do anything whilst I am on maternity leave?

Yes, there is just a little bit... but first we want to say that it is not unusual as a new parent to feel down or to struggle with your mental health. Please do book an appointment with your MO, or GP if you want to discuss it further or seek treatment. Also, the Parental Mental Health booklet will talk you through common post-natal mental health symptoms and show you how to self-refer to DCMH. Please do not struggle alone.

About that admin...

**Confirm dates** – Halfway through your OML your HR Centre or Unit HR will write to you to confirm the date of birth of your baby and confirm your return-to-work date.

**NHS Notes** – If you are given any of your NHS notes on discharge from hospital, hang on to them and pass them onto your MO during your return-to-work medical.

**Remember to use your KIT days** – Feedback from new parents shows that they found that engaging with parenting networks, Hive activities, other serving parents and using KIT days was really beneficial to their wellbeing.

**Did you know?** – You can find a list of MOD Staff Networks on the MyRAF App in the Parenting section.

**Remember** – Let your line manager or HR Centre/ Unit HR know of any changes in your personal circumstances that may affect the support you need whilst on leave or for your return to work.

## I am ready to return to work – what do I need to do?

### Book a return-to-work medical (Regular and Reservists)



This appointment needs to be done face-to-face and before you return to the workplace. We have a duty of care to ensure that you are fit to undertake your role. Ideally the appointment should be carried out at your parent unit, but it can be done at any military medical centre. Make sure you give enough time to get your appointment booked in before your return. When booking you need to book a '30 min downgrade review appointment' to give sufficient time.

### Put in place a breastfeeding plan (if required)



Like all other employees in the UK, you have a responsibility to plan for your return to work and inform your line manager and medical officer of your intention to continue to breastfeed. Ideally, this should be done 6-8 weeks prior to your return. You can use a KIT day to have a meeting with your line manager. This will allow time to put into place any provisions agreed and **to complete a risk assessment**. Requests for breaks and facilities to facilitate continued breastfeeding must be considered by your line manager. At the meeting your requested provisions should be discussed, and a [JSP 375 Form 5010](#) Risk Assessment completed between you and your line manager, just as it was during your pregnancy.

You are strongly encouraged to put in place a breastfeeding plan, a template is available at the end of this leaflet. Further information on breastfeeding in the workplace is available in [JSP 661 Section 5](#) (internal link).

**Did you know** – There is a RAF Parents Return to Work Support Group. Chat to your Hive and see if there is one local to you or email the team at [Air-ParentSupportNetwork@mod.gov.uk](mailto:Air-ParentSupportNetwork@mod.gov.uk).

### Pre and post-natal fitness



Some PTIs are trained in pre and post-natal fitness and many gyms have exercise periods where you can take your baby into the gym with you. If this is something you are interested in speak to your local PEd staff.

### RAF Fitness Test



Anyone returning from a period of maternity leave is given a 6-month grace period before having to take the RAFFT. The exemption runs from the end of your maternity leave (this does not include any annual

leave added onto the end of maternity leave). This is an administrative exemption applied by your HR Centre and unit PTIs. It is no longer administered using a medical downgrade.

### Screening from operational deployment



You will be screened from operational deployment for a period of 18 months post childbirth unless you notify your career manager otherwise.

### Flexible working arrangements



Flexible working arrangements allow an individual to have a degree of freedom when attempting to balance their work and personal life. While flexible working is not a right, all service personnel are entitled to request a flexible working arrangement so they may better balance the demands of personal life and their Service commitments.

Flexible working does not just mean variable start and finish times; there are a number of options available. The booklet [Flexible Working and You](#) outlines everything you need to know.

### Registering a birth on JPA



New parents should register the birth of their child on JPA at the earliest opportunity. This is likely to be on return to work. Ideally the [HR Hub](#) should be used where a request online to add a child to JPA and upload any supporting documents can be actioned. Alternatively [JPAN005](#) can be submitted manually. The completed form and a scanned copy of the child's birth certificate should be e-mailed to the HR Centre or Unit HR.

**Did you know** – the [HR Hub](#) is accessible via your personal devices through Defence Gateway, making it easy to upload any supporting documentation.

**Don't forget** – if the other Parent is serving, they will also need to add the child to their JPA as well.

### Change of Personal Status (PStat) Category



You may be required to change your PStat if there has been a change in your personal circumstances such as:

- You marry or enter a civil partnership before/during maternity leave.
- You are not married or in civil partnership but have full parental responsibility following the birth of your child.
- You have a child and provide voluntary financial support, but do not have full parental responsibility.
- You have a child and provide financial support through a court order/child support agency arrangement.

If both Parents are serving and are unsure of what Personal Status Category they should be, please seek advice from the HR Centre or Unit HR before completing an update request via the [HR Hub](#) or before completing the JPA Form [JPAN001](#).

## Update your Will



You may wish to update/write your will on becoming a parent. If you have uncomplicated circumstances, you can complete a basic service Will form. As these need to be completed in hard copy and kept at the Wills Library in Glasgow, your HR Centre or Unit HR will need to provide you with the forms (will and envelope). Once completed the original needs to be returned to your HR staff for logging and onward post.

Details of a Private Will can be submitted via a Will Declaration on the [HR Hub](#). If the [HR Hub](#) is unavailable you should e-mail your HR Centre or Unit HR to let them know where it is held so they can update JPA.

## Did you know you can get parental leave?



This is a government provision so available to all parents. It allows you additional leave to care for a child by, for example, spending more time with the child during the early years, to settle a child into new childcare arrangements or to accompany a child during a stay in hospital. Parental Leave allows each parent of each child to take 18 weeks unpaid leave. Parental Leave can be taken up to the child's 18th birthday. Parental Leave is unpaid and, therefore, is non-reckonable service.

## Paternity Leave and Shared Parental Leave



Separate leaflets have been produced outlining the Armed Forces Paternity and Shared Parental Leave entitlements and is available on MyRAF or the [RAF Health and Wellbeing SharePoint site](#) under Parenting.

## **Pregnancy Loss and Child Bereavement**

This information is for both Regular and Reserve personnel.

If you suffer pregnancy loss or child bereavement, please remember that there is support available to you. We recommend that you or your partner contact your medical centre to let them know as although your information will be shared by the NHS it can sometimes take time. We do not want a delay in any support that is available to you. When you are ready, and if you wish to do so, you can also tell your line manager.

### **Pregnancy loss before 24 weeks**

If you have a miscarriage or if you have to terminate your pregnancy before the 25th week you will not be entitled to maternity leave or pay. Sick leave may be offered by your MO or Compassionate Leave by your line manager. If you don't want to take sick leave then you don't have to.

If your partner is serving, they can be granted a period of Compassionate Leave by their Line Manager.

### **Stillbirth and loss of a child**

If your baby is stillborn after the 24th week of pregnancy, is born alive and dies soon after or you have to terminate your pregnancy after 24 weeks, your maternity leave and pay entitlements remain in place. It is up to you whether you change your plans. You don't need to make a decision immediately, but you do need to let the MO know as soon as you are able so that your physical and mental wellbeing can be monitored, and referrals made if needed. You should also tell your line manager as soon as you are able so that you can discuss any plans for keeping in touch or change of plans.

If your partner is serving, they can be granted a period of Compassionate Leave by their line manager.

## HR Centre Contact Details

The Subject line of your email must be formatted like this  
YYYYMMDD-App Title-Surname-Service Number-Station-O/OS/OSP

|   |
|---|
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## Checklist

The following list is designed as a guide only. Firm dates for completion are given where there are set deadlines, other areas suggest ASAP as there is no set timeframe.

| Item                     | Details   | By When                        | Complete ✓ |
|--------------------------|---|--------------------------------|------------|
| <b>During Pregnancy</b>  |   |                                |            |
| 1                        | Make appointment with Unit Medical Centre.<br>Self-refer to an NHS midwife.   | Any point                      |            |
| 2                        | E-mail a scanned copy of your FMed 566 (if issued by the MO) to your HR Centre or Unit HR.  | ASAP                           |            |
| 3                        | Notify your line manager and give them the 'Supporting your staff during pregnancy – a Line Managers Guide' booklet.  | Any point<br>0-24 weeks        |            |
| 4                        | Complete Work Place Risk Assessment with your line manager.   | ASAP after Ser 3               |            |
| 5                        | Order maternity uniform via MyRAF app.  | ASAP after 2                   |            |
| 6                        | MAT B1 Issued from midwife.   | 20 weeks                       |            |
| 7                        | E-mail MAT B1 to your HR Centre or Unit HR who will then issue your maternity administrative paperwork.   | 20 weeks                       |            |
| 8                        | Complete JPA R004 or JPA R005 depending on your intentions and e-mail it to your HR Centre or Unit HR.  | ASAP on receipt                |            |
| 9                        | Latest point at which to notify Commanding Officer/Line Manager of your pregnancy.  | 15 weeks before EWC            |            |
| 10                       | Consider your childcare options, including Tax Free Child Care Account and Gov provisions for early years childcare:<br><a href="http://www.gov.uk">Childcare - GOV.UK (www.gov.uk)</a>         | ASAP after 1                   |            |
| 11                       | Complete Keeping in Touch Plan with LM.   | Before Commencement            |            |
| 12                       | Ensure action has been taken to either raise or defer your SJAR/OJAR.   | Before Commencement            |            |
| 13                       | Apply for SFA (if required) at 6-month pregnancy point.   | 6 month point of pregnancy     |            |
| 14                       | If expecting to change post on return to work, discuss with Career Manager.   | Before Commencement            |            |
| <b>During Leave</b>      |   |                                |            |
| 15                       | Consider using your 10 KIT days.  | Any time after 2 weeks Mat Lve |            |
| 16                       | Your HR Centre or Unit HR will send letter requiring confirmation of intentions regarding your return to work.  | Halfway through OML            |            |
| 17                       | Hastener from your HR Centre or Unit HR if you have not replied to the above.   |                                |            |
| 18                       | Consider Return to Work plan, use of KIT days, flexible working and Breastfeeding Plan.   | 6 weeks before return          |            |
| <b>Returning to Work</b> |   |                                |            |
| 19                       | Attend Return to Work medical.  | Prior to return                |            |
| 20                       | E Mail your child's birth certificate and <a href="#">JPAN005</a> to your HR Centre or Unit HR to register your child.<br>NB – If both parents are serving then both should register the child. | ASAP on return                 |            |
| 21                       | Consider your Will Options/Updating your current Will.  | ASAP on return                 |            |
| 22                       | Ensure an application for Extension of Service is submitted via your HR Centre or Unit HR if required.  |                                |            |

## Keeping In Touch Plan

This form is intended to be used to agree a KIT Plan during maternity leave.

**Note for line managers** – This plan should be passed on to your replacement if you are posted during a servicewoman's maternity leave.

### Servicewoman's Details

|            |  |
|------------|--|
| Name       |  |
| Service No |  |

|                             |           |           |
|-----------------------------|-----------|-----------|
| Address(es)<br>during leave | Address 1 | Address 2 |
|                             |           |           |
| E-mail                      |           |           |
| Mobile                      |           |           |

| During Maternity Leave I would like to be contacted: |       |        |      |                       |
|--|-------|--------|------|-----------------------|
|  | Phone | E-mail | Text | Notes                 |
| 2 Weekly   |       |        |      |                       |
| Monthly  |       |        |      |                       |
| Other  |       |        |      | <i>Please specify</i> |

### KIT Day Plan

|    | Date | Place/Event | JPA Form R003 Auth and sent to HR Centre or Unit HR |
|----|------|-------------|---|
| 1  |      |             |   |
| 2  |      |             |   |
| 3  |      |             |   |
| 4  |      |             |   |
| 5  |      |             |   |
| 6  |      |             |   |
| 7  |      |             |   |
| 8  |      |             |   |
| 9  |      |             |   |
| 10 |      |             |   |



## Breastfeeding Plan

This is the agreed plan between the you and your line manager.

|                     |  |
|---------------------|--|
| <b>Name</b>         |  |
| <b>Service No</b>   |  |
| <b>Today's Date</b> |  |
| <b>Review Date</b>  |  |

A workplace risk assessment must be carried out alongside this plan.

| Description of job role, location and workplace adjustments that have been made:  |
|---|
| <p><i>Special consideration should be given to any hazardous occupational exposures, working practices, drivers' hours, shift work or PPE requirements.</i></p> |

|  |
|--|
| The following provisions have been made in your normal place of work to breastfeed:  |
| Location of space to rest or breastfeed, including details of how to access space:   |
| Equipment which will be provided:  |
| Equipment that the SP must provide:  |
| Number of breaks and duration provided:  |
| The following agreements have been made when considering activities which require periods of separation:   |
| The implications of an appropriate notice period and being unavailable to participate in short notice activities have been explained and understood.   |
| Plans for activities requiring periods of separation, including agreed notice periods for changes in breastfeeding routine or cessation, potential provisions and the option of pumping and dumping: |

Note: this section, both short( $\leq 72$  hours), medium and long ( $\geq 3$  Months) term periods of separation should be considered. As should the type of condition experienced, i.e., another location, locations with limited facilities and austere conditions.

**Service Person**

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

**Line Manager or Chain of Command**

|            |       |
|------------|-------|
| Name:      | Rank: |
| Signature: | Date: |

