

*Read the text below and answer Questions 22-27.*

## **Maternity Leave**

The purpose of this policy is to inform female employees of their entitlement to statutory and company-enhanced maternity rights.

### **Antenatal Care**

All company employees are entitled to reasonable paid time off during working hours to enable them to receive antenatal care. To qualify, employees are required to produce a certificate from a registered medical practitioner stating that the employee is pregnant, together with an appointment card or other written confirmation of the appointment. However, these requirements do not apply to the first antenatal visit.

Employees are requested to give their immediate manager as much notice as possible and arrange appointments, insofar as is possible, so as not to disrupt the business of the company. Employees will be paid their basic salary in respect of attendance at these appointments.

### **Ordinary Maternity Leave (OML)**

All employees, irrespective of their length of service, qualify for 26 weeks' OML. An employee must notify the company no later than 15 weeks prior to her Expected Week of Childbirth (EWC) of the date on which she intends to begin her OML.

An employee is not required to give notification if she is absent due to a pregnancy-related illness, or if the baby is born before the planned date for starting maternity leave. Please note that the employee must notify the company that she has given birth as soon as is reasonably practicable.

### **Returning from Maternity Leave**

No employee is entitled to return from maternity leave until 2 weeks after the birth of the child. Within 28 days of receiving notification from the employee of the date she intends to start her OML, the company will advise her of the date her leave will end. An employee who intends to return to work at the end of her OML period does not have to notify the company in advance of her return.

If the employee wishes to use any annual leave she has accrued to delay her return, she is obliged to request authorisation from the company at least 28 days before she wishes to take it.

## Questions 22 – 27

Complete the notes below.

Choose **NO MORE THAN THREE WORDS AND/OR A NUMBER** from the text for each answer.

Write your answers in boxes 22-27 on your answer sheet.

### Antenatal Care

- Obtain proof of pregnancy from a **22** ..... and also an appointment card (NB not necessary for first antenatal visit)
- Tell your immediate manager as soon as you can
- You will receive your **23** ..... from your company during antenatal care

### Ordinary Maternity Leave

- Doesn't depend on your **24** ..... (everyone gets same amount of OML)
- Tell your employer at least **25** ..... before EWC about starting date of OML
- No need to tell your employer if you are off work because of **26** .....

### Returning from Maternity Leave

- Cannot return to work until 2 weeks after birth
- No need to notify company if coming back when OML finishes
- Must ask for permission if choosing to postpone return by taking any **27** ..... still owing to you