



London Sustainability Exchange Family Policy

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MAYOR OF LONDON



Policy	Procedures	Guidance
<p>Ante-natal leave:</p> <p>If you are pregnant, you have a statutory right to take reasonable time off for antenatal care with pay, subject to the operational needs of your programme. There is no qualifying period of service.</p>	<p>You should notify your manager in writing at the earliest reasonable opportunity, stating when you will be absent and why. Except for your first appointment, we may ask you to provide written evidence:</p> <ul style="list-style-type: none"> -- that you are pregnant -- that antenatal care has been recommended by a registered medical practitioner, a registered midwife or a registered health worker for the specific appointment 	<p>There are no clear guidelines on what is "reasonable time off". It should be assumed that whenever an appointment is made on specific medical advice, the appointment is reasonable. It is reasonable to expect part-time employees to arrange non-urgent antenatal care outside of their working hours to the extent possible.</p>
<p>Maternity leave:</p> <p>If you are pregnant, you are entitled to take 26 weeks of Ordinary Maternity Leave (OML) and a further 26 weeks of Additional Maternity Leave (AML).</p> <p>You may begin maternity leave at any time between the beginning of the 11th week before the EWC and the actual date of childbirth. If you fall ill during the last four weeks of pregnancy with a pregnancy-related illness, we may begin your maternity leave immediately from the first day of this absence.</p>	<p>You must notify your manager of your pregnancy in writing on or before 15/EWC, and let us know when you plan to start your maternity leave. Where this is not reasonably practicable, you must give notice as soon as possible.</p> <p>Unless you notify us otherwise, we will assume that you are taking Additional Maternity Leave. We will write to you to confirm your entitlement to leave and pay, and your expected date of return.</p> <p>If you want to change the date when your maternity leave begins, you should give us 8 weeks' notice.</p>	