

Faculty of Humanities

Administration of a Central Fund for Maternity Leave Cover

Background

It was agreed at the meeting of Humanities Policy and Resources Committee on 5 June 2008 that there should be a central fund for maternity leave cover, organised at Faculty level (there being no proposed provision at University level) and funded through a general contribution, to help prevent Schools being disproportionately affected by the randomness of maternity leave.

This fund has since been created at Faculty level and the arrangements for administering the fund are set out below.

Arrangements for administration of the fund

1. Where a School wishes to make a claim against the central fund, the School accountant must complete an allocation form indicating the estimated value of the eligible elements of payroll to be reimbursed (see below for further guidance) and the period to be covered by the claim.

No further authorization is required as the allocation request is based on information already provided by HR as part of their normal procedures.

2. The School will be reimbursed on a monthly basis for the period of the claim and using the values approved at point 1, assuming the actual amounts paid do not differ materially from those approved. In the case of the actual amounts paid exceeding those approved by a material amount, the School will submit a further allocation form to claim for the additional amounts to be reimbursed.

In the event of the actual amounts paid being materially below those claimed, the Faculty reserves the right to reduce the amounts reimbursed to the School.

3. The following elements of payroll will normally be eligible within a claim:
 - Statutory Maternity Pay (SMP) and any further amounts payable as maternity pay under the University's terms and conditions of employment
 - Employer's National Insurance Contributions relating to maternity pay
 - Employer's Pension Contributions relating to the period of maternity leave
 - Holiday pay accrued during the period of maternity leave.

4. The following elements will not normally be eligible within a claim:
 - Fees paid to agency staff or other additional payroll costs or fees incurred in order to provide cover for those staff who are on maternity leave
 - Payroll costs relating to staff providing cover for those staff who are on maternity leave where there is a period of cross-over or handover.
5. In the event of an individual's maternity pay being covered by external or alternative funding (eg research grants), the School will not be able to make a claim against the central fund. This will need to be looked at on a case by case basis.
6. Where the amounts involved are of low value, the individual School will be asked to consider if the cost of administration outweighs the benefit of making the claim.
7. The provision of the fund also covers:
 - Paternity pay and leave
 - Adoption pay and leaveon the same basis as above.
8. The fund will take effect from 1 August 2008. Only claims for eligible amounts paid since this date will be considered.
9. There will be a review at the end of January 2009 of the actual amounts and value of funding allocated to Schools compared to the available budget.
10. In the event of the total amount claimed within the year exceeding the budgeted total, the Faculty will continue to honour all eligible claims.
11. In the event of the total amount claimed within the year being less than the budgeted total, the Faculty will consider re-distributing any remaining provision to the Schools.