

## **Maternity (Former BERR)**

### **Annual leave and maternity: Individuals (Former BERR)**

You continue to earn contractual annual leave during the Ordinary Maternity Leave Period (the first 26 weeks) as if you were at work.

You will also continue to earn contractual annual leave during Additional Maternity Leave (the second 26 weeks). So you are entitled to contractual annual leave during the whole of your maternity leave period during both ordinary maternity leave and any period additional maternity leave you take. Therefore you will be entitled to your normal annual leave entitlement for the complete period of your maternity leave. This leave can be anticipated and taken with any annual leave you already have. You are encouraged to take any outstanding leave due to you before you start your maternity leave. You should calculate your leave entitlement and you and your Line Manager agree how this will be taken. This can be anticipated and taken with any outstanding leave before you start your maternity leave or at the end of your maternity leave period before you return to work.

The normal rules for the carry over of annual leave should apply unless there are particular circumstances that prevent you from taking your leave.

Public and privilege days also continue to accrue during the whole maternity leave period.

Further information is available about **Annual leave** and the **Working Time Regulations** or please contact **HR First**.