

## Maternity leave: Fixed term contracts



**What's new?** The University has updated its maternity leave policy to include staff on fixed-term contracts.



### **How many weeks maternity leave am I entitled to?**

All pregnant employees are entitled to 26 weeks' ordinary maternity leave, followed immediately by 26 weeks' additional maternity leave (totaling 52 weeks)



### **What if my contract expires or the funding ceases?**

If you are on a fixed-term or open ended fixed funded contract, and the contract expires or funding ceases during your maternity leave, your contract will be terminated as normal and you will receive a lump sum in your final payslip for any outstanding enhanced and/or Statutory Maternity Pay.



**Where can I find the policy?** The University's Maternity Leave Policy (2025) is available at:  
<https://www.surrey.ac.uk/sites/default/files/2025-04/maternity-leave-procedure.pdf>

## Parental leave: Manager's toolkit



**Manager's toolkit:** Manager's responsible for line managing someone who is taking parental leave should refer to the University's Manager's toolkit:  
<https://portal.surrey.ac.uk/https/surreynet.surrey.ac.uk/sites/default/files/Parental%20Leave%20Information%20Pack%20for%20Managers%20FINAL%2023-4-24.pdf>

