



Maternity Check List for Employees

1. As soon as you are pregnant

	What To Do	Why
	Inform your line manager that you are pregnant, and have an initial discussion about when you are likely to be taking maternity leave.	The earlier you discuss this with your manager, the longer you and your manager will have to plan and make any arrangements to support your leave and return to work.
	Arrange with your department Health and Safety coordinator a Pregnancy Workplace Risk Assessment.	To understand implications of the pregnancy on your health and safety and so that a risk assessment can be completed.
	Read the Maternity Leave and Pay Policy and the Maternity Q&A's.	To familiarise yourself with your entitlement to leave and pay; the next steps in the process you need to follow.

2. At least 15 weeks before your baby is due

	What To Do	Why
	Inform your line manager/HR of your intentions regarding maternity leave by completing an Employee Request 'Notification of Maternity Leave' in your CORE HR and scan and attach your MAT B1 certificate before you submit your Employee Request.	<ul style="list-style-type: none"> • Required as medical evidence to apply for Maternity Leave and receive maternity payments. • To ensure you receive the correct maternity payments during your period of maternity leave.

3. Recommended 11 to 8 weeks before your baby is due

If you have not done so already, discuss with your line manager at a **Maternity Leave PDR planning meeting**:

	What To Do	Why
	Continuing workload cover arrangements and handover timetable.	To agree what aspects of your role need to be covered whilst you are on leave. It is your managers responsibility to decide the most appropriate method of achieving this e.g. Maternity Cover.
	Student supervisor arrangements (if applicable)	To ensure students are provided with ongoing supervision.
	Preferred contact arrangements whilst on leave.	To ensure you are kept informed about developments that you want to, or don't want to e.g. department changes, conference opportunities, development and planning dates, promotion etc., and how this will be done e.g. via email, letter, phone call etc.
	Whether you have any desired Keeping in Touch Days or whether there are any key department activities you might need to be aware of that you want to attend as KIT days. You can complete an Employee Request(s) in your CORE HR, you have the option of selecting a form for paid and one for time off in lieu. If you wish to have both options for the same period please complete two Employee Requests. ie one day paid and one day time off in lieu in the same week or period	You are entitled to 10 paid keeping in touch days to help you keep up to date with work, or help you return to work. It is your choice to use them, but there may be key events that you want to use them on, and you might want to plan these before your leave starts.

4. Before you intend to return to work

	What To Do	Why
	If you decide to change your return to work date from the date originally planned, you must notify your line manager at least 8 weeks before the date you intend to return. You can complete an Employee Request 'Return from Maternity Leave' in your CORE HR confirming this date. Your Head of Department will be notified automatically.	The University will assume a return to work date at the end of week 52 or an earlier date that you chose when applying. You must legally provide 8 weeks' notice to change the date you intend to return to work.
	If you wish to apply to return on a different/flexible working basis (e.g. job share/reduced hours, etc.), you will need to contact your line manager and discuss your options (preferably at least 8-12 weeks before your return). You will need to complete a Flexible Working request process.	The maximum time that a request for Flexible Working should be dealt with under the Flexible Working Policy is 3 months. Any request will therefore need to be in line with the timelines in this policy. To allow your manager time to make any necessary practical arrangements.

	Make initial enquiries if you wish to use the University Children's Centre.	To ensure that you have registered an interest in using the University Children's Centre.
--	---	---

5. When you have returned to work

	What To Do	Why
	Return to Work PDR within the 1 st week	To provide you with a re-induction into the University including discussing with your manager any changes that have occurred, and phased return to work arrangements, any training or development needs.

Please note if you have more than one appointment you will be required to inform your secondary Head of Department in writing of your Notification of Maternity Leave, Keep in touch Days and Returning to Work.