Maternity Leave Flowchart: Fixed Term Employee

UNIVERSITY OF LIVERPOOL

This flowchart provides a general overview for staff who are on a Fixed Term contract. It should be read in conjunction with the Maternity Policy and the Maternity Q&A's.

You are pregnant.

Employee informs their line manager that they are pregnant. Manager arranges for a Pregnancy Workplace Risk Assessment and puts in place any mitigating arrangements.

Employee can attend any ante-natal appointments recommended by a health professional on full pay without unreasonable refusal by the University.

Midwife or Doctor issues the MAT B1 form confirming pregnancy, and confirming the Expected Week of Confinement (EWC) from Week 20 before the EWC.

Contract will end before EWC.

Contract will end before end of Maternity Leave.

Contract will end +3 months after returning from Maternity Leave.

Employee completes the Employee Request in CORE HR 'Notification of Maternity Leave' (See Maternity Policy) and submits it to Human Resources along with the MAT B1 form no later than 15 weeks before the EWC.

Human Resources will confirm within 28 days (usually no later than 11 weeks before EWC) of receiving the Notification of Maternity Leave and MAT B1 form and whether the Employee qualifies for:

Any Statutory Maternity Pay Entitlement.

Contract Ends.

Any Statutory Maternity Pay Entitlement; Start and End dates of Maternity Leave Period. *(occupational Maternity Pay may be paid depending on circumstances).*

The Statutory and Occupational Maternity Pay Entitlement; the start and end dates of the Maternity Leave Period.

Between Week 11 and Week 0 (assuming Employee works until the EWC), it is recommended that the Employee and the Line Manager have a Pre-Maternity Leave PDR to discuss the arrangements during the leave period for the employee, ongoing work and required cover, and initial discussions about Keeping in Touch Days and return to work plans (if known).

Line Manager puts in place agreed arrangements.

Employee goes on Maternity Leave.