Maternity Leave Flowchart: Permanent Employee



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

| You are pregnant. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \downarrow |
| 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. |
| \downarrow |
| Midwife or Doctor issues the MAT B1 form confirming pregnancy, and confirming the Expected Week of Confinement (EWC) from Week 20 before the EWC. |
| |
| Employee completes the Employee Request 'Notification of Maternity Leave' in their CORE HR (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 confirms within 28 days (usually no later than 11 weeks before EWC) of receiving the Employee Request and MAT B1 form, the maternity leave start date and whether the employee qualifies for Statutory Maternity Pay and Occupational Maternity Pay. |
| \downarrow |
| 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). |
| v − |
| Line Manager puts in place agreed arrangements to cover Maternity leave period. |
| |
| Employee goes on Maternity Leave. |

Whilst on Maternity Leave, the employee may wish to contact their line manager to arrange Keeping in Touch Days or to discuss return to work arrangements, such as requesting flexible working. They can formalise these arrangement by completing the relevant Employee Request in their CORE HR.