Maternity Flowchart

**Employee notifies line manager that she is pregnant**

This should be done as soon as possible or but no later than the 15th week before the expected week of childbirth

**Send out Maternity Information**

Contents includes Maternity Leave Policy and Maternity Leave Application Form

**Employee returns completed form to line manager**

This must be by 15th week before the expected week of childbirth (form can be submitted earlier)

**YES**

**NO**

Arrange to meet with employee to discuss entitlements, risk assessments and type of contact, including ‘Keeping in Touch’ days employee would like during maternity leave

Send reminder to employee asking for confirmation of maternity details.

**Send Maternity Confirmation Letter to employee**

Copy maternity details to, Payroll and Pension providers.

**Line Manager to arrange risk assessment with employee**

Copy of completed risk assessment form to be kept on employee’s HR file (follow-up risk assessments at the beginning of each trimester as changes may occur as the pregnancy progresses)

\**This should also be done when the employee returns from maternity leave*

**On employee’s return to work, complete Payroll Notification form. NB important to ensure employee utilises any annual leave accumulated whilst on maternity before they are back at work.**

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