

Maternity Leave Flowchart: Line Manager

Permanent Employee

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

An Employee informs you that they are pregnant. You must arrange for a Pregnancy Workplace Risk Assessment and put in place any mitigating arrangements.

You must support the employee to attend any ante-natal appointments recommended by a health professional. This is on full pay. You should not unreasonably refuse such requests.

A Midwife or Doctor will issue the MAT B1 form confirming pregnancy, and confirming the Expected Week of Confinement (EWC) to the employee no earlier than Week 20 before the EWC. Once this has been issued, the employee must complete an Employee Request 'Notification of Maternity Leave' in their CORE HR, (See Maternity Policy), attaching their MAT B1 form no later than 15 weeks before the EWC. You will receive a notification asking you to approve the Employee Request, once approved the request will automatically go to Payroll.

Human Resources will confirm to the employee within 28 days (usually no later than 11 weeks before EWC) of receiving the Notification of Maternity Leave and MAT B1 form the maternity leave start date.

Between Week 11 and Week 0, you must arrange a Pre-Maternity Leave PDR to discuss arrangements during the leave period for the employee, ongoing work commitment and possible cover. It is your responsibility to decide what cover arrangements are required, not the employee's. You may also begin initial discussions about Keeping in Touch Days and their return to work plans (if known).

Line Manager to put in place agreed arrangements to cover Maternity Leave period.

Employee goes on Maternity Leave.

An Employee is entitled to request 10 Keeping in Touch Days whilst they are on Maternity Leave. These days can be used to attend meetings, conferences or events, make return to work arrangements or carry out other duties. These can only take place at the request of the employee. These requests will be made by the employee completing an Employee Request in their CORE HR. The employee can select 'Keep in Touch Days – PAID' and you will receive a notification asking you to approve the request in your CORE HR, if you wish these days to be charged to a different cost centre than the home cost centre, you can populate this information in the 'Comments Field'. Once approved the request will automatically go to Payroll to process. If the employee prefers to take time off in lieu they should complete an Employee Request 'Keep in touch days – TOIL'. You should help facilitate these requests and not unreasonably refuse specific dates.