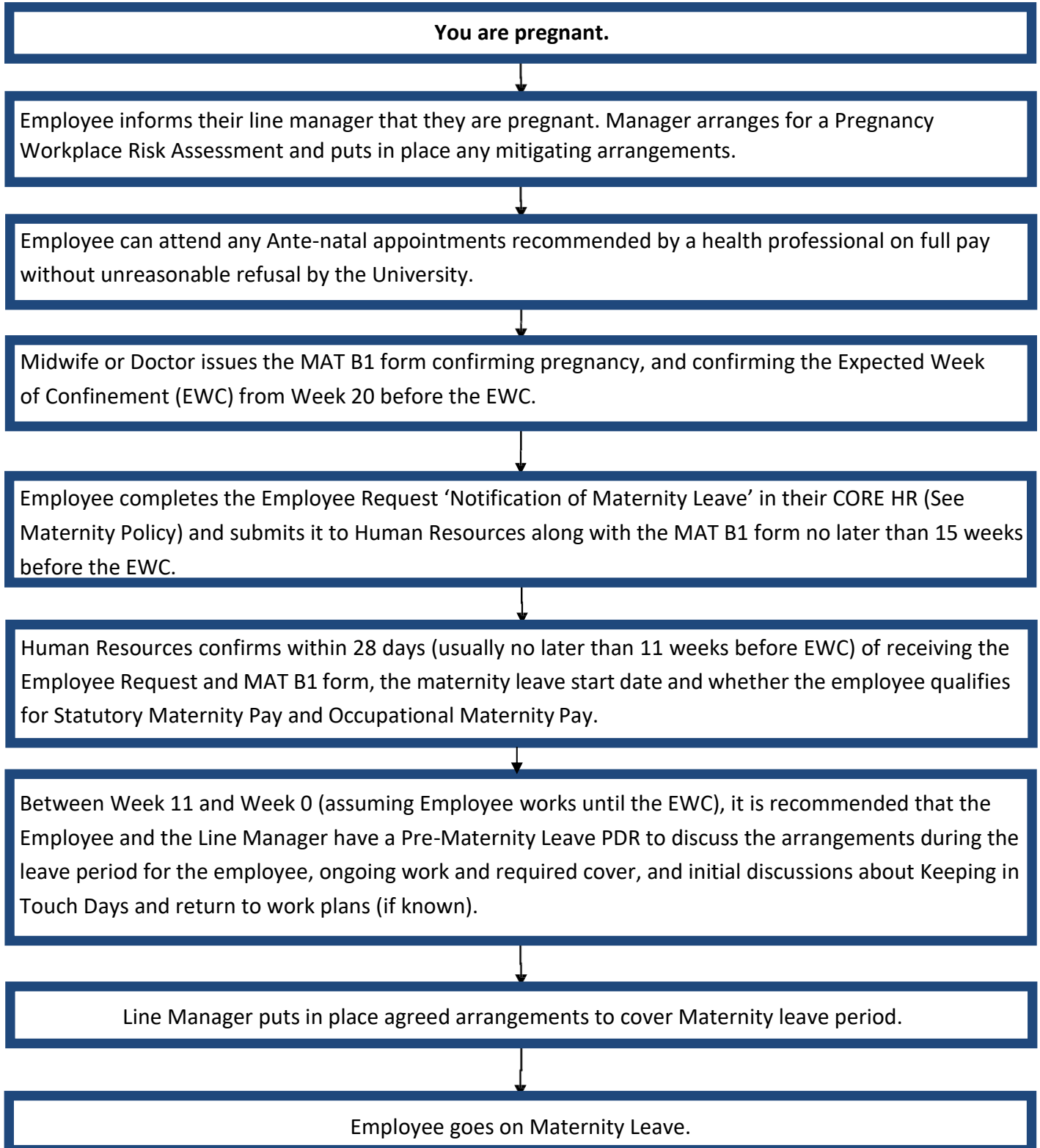


Maternity Leave Flowchart: Permanent Employee



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.



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.