Maternity Leave

Flowchart guidance for individual taking maternity leave

**Individual**
- writes to line manager and HR confirming pregnancy, expected week of childbirth (EWC) as stated on MAT B1 form, and date of intended start of maternity leave, by no later than the end of the 15th week before the EWC
- forwards MAT B1 to HR as soon as possible, in order for HR to confirm leave and pay entitlement

**HR**
- confirms receipt of MAT B1 and sets out maternity leave and pay, as per option chosen by individual
- Informs Payroll, Pensions and Research Services, if applicable

**Line Manager**
- carries out a risk assessment for pregnant employees in the workplace, Safety Department can advise on this.
- before individual commences maternity leave, discusses how to stay in touch, for reasons such as updating on what is happening at work, returning to work etc.
- If applicable agrees Keeping in Touch Days and records these during the leave period on the Keeping in Touch Days form

**Individual**
- commences maternity leave.
- returns to work by no later than the end of 52 week statutory maternity leave period or gives at least 8 weeks’ notice in writing to line manager and HR if she wishes to return to work earlier/or later if an earlier date was agreed before maternity leave commenced
- If a decision is made not to return to work after maternity leave, the period of notice as set out in the individual's terms and conditions of service must be given, unless an alternative agreement is reached with the line manager. There will also be a requirement to repay any occupational maternity pay received