

Maternity Checklist for Managers

This checklist provides an overview of some of the things that may need to be considered when a team member notifies you that they are pregnant. The individual's line manager is responsible for ensuring everything within the checklist is considered and that appropriate action is taken.

Things you may need to complete or consider before a team member starts their maternity leave:

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| <input type="checkbox"/> | Conduct a new and expectant mothers risk assessment . This will need to be reviewed throughout the pregnancy. |
| <input type="checkbox"/> | Inform the employee of the Family Friendly Guide, which can be found on the following page of the intranet - https://warwickshiregovuk.sharepoint.com/SitePages/HR/Absence%20and%20leave/Family-and-domestic-leave.aspx |
| <input type="checkbox"/> | Provide the employee with time off for ante-natal appointments. |
| <input type="checkbox"/> | Agree maternity leave start date. You may wish to consider whether they wish to use their annual leave entitlement before their maternity leave start date. Please be aware that maternity leave will begin earlier if the employee gives birth before their due date or they are absent for any reason wholly or partly related to their pregnancy after the beginning of the fourth week before the expected week of childbirth. |
| <input type="checkbox"/> | Add the maternity leave details to Your HR. You can do this once the employee has notified you of their pregnancy and provided you with a copy of their MATB1. You must upload a copy of the MATB1 to the employee's HRER record. Please refer to the How To... Add and Update Maternity Leave guide for more information on completing this in Your HR. |
| <input type="checkbox"/> | If the employee is entitled to Occupational Maternity Pay and they wish to defer receiving the 12 weeks of half pay until their return you must notify HR and Payroll to ensure their maternity pay is updated to reflect this. You can do this via HR Service Desk You will also need to notify payroll on their return to ensure the 12 weeks half pay is paid to the employee. |
| <input type="checkbox"/> | Ensure the employee has set up their payslips to be emailed to them whilst on maternity leave. Please refer to the How To... Change your eform preferences (Payslips) guide for more information on completing this in Your HR. |
| <input type="checkbox"/> | If the team member is a people manager then reassign their direct reports on Your HR to another manager. Please refer to the How To... Update position details for an employee guide for more information on completing this in Your HR. |
| <input type="checkbox"/> | Ensure all outstanding time and expense claims have been submitted and approved or rejected on Your HR, before the payroll deadline. Please refer to the How To... Submit a time & expense claim and How To... Approve a new time & expense claim guides for more information on completing this in Your HR. |
| <input type="checkbox"/> | Discuss and agree contact during the maternity leave. |

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| <input type="checkbox"/> | Inform the employee of KIT days. |
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Things you may wish to consider during their maternity leave:

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| <input type="checkbox"/> | Maintain contact as per your agreement prior to their maternity leave. |
| <input type="checkbox"/> | Discuss and agree KIT days, if appropriate. If the employee completes a KIT day you must notify HR and Payroll to ensure the employee is paid for this day. You can do this via HR Service Desk after the KIT day has occurred. |

Things you may wish to consider when the employee is due to return to work:

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| <input type="checkbox"/> | Discuss and agree a return to work date. The employee may wish to consider using annual leave that they may have accrued during their maternity leave, before returning to work. |
| <input type="checkbox"/> | If the employee chose to defer their 12 weeks half pay you must notify the HR Service Centre to ensure they receive this payment. You can do this via HR Service Desk . |
| <input type="checkbox"/> | <p>If there are any changes to the employee's working pattern then you must update Your HR with this information. You can refer to the Family Friendly Guide for more information on the right to request flexible working - https://warwickshiregovuk.sharepoint.com/SitePages/HR/Absence%20and%20leave/Family-and-domestic-leave.aspx.</p> <p>Please refer to the How To... Update working hours for an employee guide for more information on completing this in Your HR.</p> |