Employee notifies their line manager that they are pregnant and wish to take maternity leave.

The line manager needs to be informed at least 15 weeks before the baby is due.

The employee must complete the Maternity Leave Planner and send it to HR as soon as possible but no later than 15 weeks before their baby is due they must also forward their MATB1 Form to HR.

Human Resources will write to the employee confirming receipt of the MATB1 form, confirm maternity leave arrangements, intended return date and pay.

The employee should meet with their line manager to raise any appropriate safety concerns.

The line manager should initiate a health and safety risk assessment and provide guidance where appropriate. The line manager should also discuss and agree Keeping in Touch (KIT) days with the employee.

Employee commences their maternity leave. If they intend to return early they must write to HR giving at least eight weeks’ notice.