

Maternity Checklist

Employee: _____

- Employee advises pregnancy
- Complete risk assessment
- Liaise with payroll regarding the amount the employee will be paid and instigate SMP1 if necessary
- Write to employee to congratulate on the pregnancy and set out requirements/ obligations/ duties
- Follow up any outstanding notifications:
 - Confirmation of EWC
 - Mat B1 certificate
 - Maternity leave start date
 - Managing annual leave

- Diarise to write out 2 weeks before employee leaves (either on annual leave prior to; or maternity leave itself)
- Agree method for communications during absence
- Issue Letter wishing the employee well and notifying pay, communication and return to work arrangements
- Send congratulations on birth of baby
- Issue relevant communications throughout leave period
- Arrange KIT days as required
- Arrangements for taking accrued annual leave/public holidays
- Arrangements for returning to work – graduated, training, support, resources, flexible working?

Whilst every care has been taken in compiling these guidance notes, West Human Resources Consultancy Ltd cannot be held responsible for any errors or omissions; the notes are not intended to be a substitute for specific legal advice.

Copyright © 2014 westhr.co.uk May be used free of charge. Selling without prior written consent prohibited. Obtain permission before redistributing. In all cases this notice must remain intact.

West Human Resources Consultancy Ltd

01949 500949

www.westhr.co.uk

enquiries@westhr.co.uk

