|  |  |  |
| --- | --- | --- |
| **Maternity Leave Checklist - Employees** | | |
| **Personal details:** | | |
| Employee Name: |  | |
| School / Department: |  | |
| Due Date: |  | |
| Maternity Leave Start Date: |  | |
| **Before maternity leave** | | |
| Make sure you have read the [Maternity Policy and Procedure.](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) Think about when you would like to start and end your maternity leave and which pay option you would prefer. | |  |
| Refer to the [Maternity Toolkit](http://www.ed.ac.uk/human-resources/policies-guidance/leave-absence/maternity-toolkit) for information and guidance about each stage of your maternity leave | |  |
| Check the Maternity Calculator in People and Money to find out more about your payment options (Home > Me > Maternity Calculator) | |  |
| Have a look at our [Shared Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) policy which gives you the option to share your maternity leave with your partner (if eligible) | |  |
| Let your manager know that you are pregnant and ask them about having a [New and Expectant Mothers Risk Assessment](https://www.ed.ac.uk/health-safety/online-resources/risk-assessments) to make sure that you are working safely during your pregnancy. Seek advice from your School/Department’s Health and Safety Adviser if required. | |  |
| You are entitled to reasonable paid time off work to attend antenatal appointments. You should discuss these with your manager, giving them as much advance notice of your appointment dates as possible. You must enter the dates into People and Money and attach your appointment letter or card, if applicable. You should try to arrange appointments at a time which minimises disruption to your work, where possible.  [See P&M User Guide – employee guide how to request other paid leave](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) | |  |
| You should discuss your planned leave with your manager and enter it in People and Money ([see P&M User Guide - Employee Guide to Family Leave](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides)). You can do this once you have received your MAT-B1 (usually at around 20 weeks), and no later than 15 weeks before your due date (the 25th week of pregnancy). You will need to enter:  Your Due Date  Planned Maternity Leave Start Date  Planned Maternity Leave End Date (if you are unsure of when to return, you should enter the latest possible end date i.e. start date plus 363 days)  Your Maternity Leave Payment Option  Attach a copy of your MAT-B1 (make sure that the name on your MATB1 is the same name that you are known to us by)  Please do not submit your leave in the system until you have ALL of the required information, and your MAT-B1, as HR Operations cannot confirm your leave until all information has been received.  Your manager will receive a notification through People and Money. HR Operations will respond to you within 4 weeks of being notified, confirming your leave dates and pay arrangements. | |  |
| Discuss and agree with your manager when any outstanding annual leave should be used. You will continue to accrue annual leave during maternity leave. Try and take any accrued leave before you go. | |  |
| Agree with your manager how much contact you would like when on maternity leave and how you would like to be contacted (e-mail/text/phone). Let your manager know if you are interested in any Keeping in Touch (KIT) days. | |  |
| Suspend your parking permit while on maternity leave by contacting [transport@ed.ac.uk](mailto:transport@ed.ac.uk) | |  |
| Find out if your role will be covered during your maternity leave. Do you need input to the job role/handover? OR agree with your manager which elements of your work need to continue in your absence. Consider if there are any projects that should continue, what cover is required and any timelines to be met while you are on maternity leave. A [Work Planning Template](https://www.ed.ac.uk/human-resources/policies-guidance/leave-absence/maternity-toolkit/during-leave) is available to support discussions with your manager. | |  |
| **During Maternity Leave** | |  |
| Arrange any KIT days directly with your manager. You must discuss and agree with your manager if you want payment or time off lieu for any KIT days. | |  |
| If you intend to take [Shared Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance), make sure you consider this in good time and give the required notice to curtail your maternity leave | |  |
| If you want to return to work on a different date than previously entered in People and Money, contact your manager to make arrangements. You will need to provide eight weeks’ notice of your return to work date by amending your end date in People and Money. | |  |
| Consider and agree with your manager how your accrued leave will be taken. Ideally, you should take the annual leave accrued during your maternity leave, in a block at the end of your maternity leave, before physically returning to work. | |  |
| Speak to your manager regarding any support you need when you return to work. For example, suitable facilities to enable you to express milk, milk storage, risk assessments, workload or any additional support or training you might require. | |  |
| Consider the [Returning Parents Coaching Programme](https://www.edweb.ed.ac.uk/human-resources/policies-guidance/leave-absence/returning-parents-coaching) and/or [Mentoring](https://www.ed.ac.uk/human-resources/learning-development/other-development-options/mentoring-connections) to help facilitate your return to work. To take full advantage of the programme, you should make your application allowing plenty of time to start the programme 8 weeks before your return. | |  |
| If your baby is going to be cared for by a registered childminder or nursery, you may be eligible to apply for the Government’s [Tax Free Childcare](https://www.ed.ac.uk/human-resources/staff-benefits/childcare/tax-free-childcare) scheme, you can read through the options on the HR webpages | |  |
| If you are interested in returning to work on a flexible or part-time basis, you must read the [Flexible Working](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) Policy and complete a request form. You must allow three months for a request to be considered, therefore, you’re advised to make your request in good time. | |  |
| **Returning from Maternity Leave** | |  |
| Remember, you need to give eight weeks’ notice if you want to return on a different date than previously entered in People and Money. | |  |
| If you wish to continue to breastfeed/express milk, ask your manager to complete a [New and Expectant Mothers Risk Assessment](https://www.ed.ac.uk/health-safety/online-resources/risk-assessments) with you. | |  |
| Reactivate your parking permit by contacting [transport@ed.ac.uk](mailto:transport@ed.ac.uk) | |  |
| You may find the following family friendly policies useful:  [Emergency Time Off for Dependants](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Flexible Working](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Shared Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) | |  |