Your Maternity Leave – a timeline **1st Trimester**

> your journey STARTS HERE

> > You're expecting a baby – great news, congratulations! First step is to make yourself a doctor's appointment to start your antenatal care. Also, have a look **here** at the various resources we have put together to support you in this early period. We've made these available so you can take a look at home and keep the news between you and your family until you're ready to share with us.



Weeks







2nd Trimester

You may be having your 12-week scan around this time and thinking about telling your line manager your exciting news. Once you have, they'll arrange for a Workplace Assessment and introduce you to our Family Friendly Expert who along with HR will support you.

Your Midwife should issue your MATB1 around the time of your antenatal scan. If you haven't received it please ask them for it at your next antenatal appointment. Please ensure that you share this document with your line manager and HR.

arrangements of your Maternity Leave.

Legal bit: If you haven't already, this is the point that you must notify your line manager / HR that you're pregnant, when the expected week of childbirth is and the date you intend to start Maternity Leave.

Key

Actions

The HR Shared Services team email letting you know the important dates and details of

You and your partner may be discussing whether or not you want to know your baby's gender before the birth. If you've kept your pregnancy a surprise from your line manager up until this point, you may feel that this is the right time to let them know your news.

HRSS Functions/Letters

Your Maternity Leave – a timeline **3rd Trimester**

Legal bit: 11 weeks before the expected week of childbirth is the earliest you can start your Maternity Leave. When you have agreed with your line manager how you would like to be updated during your leave. Take a few moments to update your telephone numbers, address and personal email on the 'Home Address' tab in Heart. This is how we'll keep in touch while you're off, so it's really important.

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You and your line manager may have already discussed what will happen in your absence. However, if you still feel unsure or have questions, this would be the ideal opportunity to relay your thoughts and feelings. There's still time to influence and make sure you're ready to let go of activities and tasks .

Legal bit: If you're off work during this period with a pregnancyrelated illness, your Maternity Leave will start automatically. Your line manager / HR will inform you if this is the case.

Key

Actions

0 – 12 months

Legal bit: You will need to notify your line manager / HR that your baby has arrived. Once your baby has arrived you will enter a two-week (office) / four-week (factory) period of compulsory Maternity Leave.

If you haven't taken or planned any KIT days (Keep In Touch days) – the HR Shared Services team will send you a 'Have you thought about KIT days?' letter. It's likely that your SMP will have come to an end as you enter this final stage of maternity. Have you thought about using your KIT days to prepare for coming back into the business and also to supplement your income during this 13-week period of unpaid leave?

Months

Your first three months of parenthood are coming to an end. If you haven't already called into the office for a social visit, you might like to pop in. No pressure, it's just a chance to have a quick cup of tea and a catch-up while someone else holds the baby and we'd love to see you. HR Shared Services team will confirm your return to work including your returner bonus and payment details.

The HR Shared Services team will send you a letter / email confirmation of KIT days you've used and tell you when you'll be paid.



Actions

HRSS Functions/Letters