Parental Leave - a timeline

1st Trimester

Parent's journey starts here

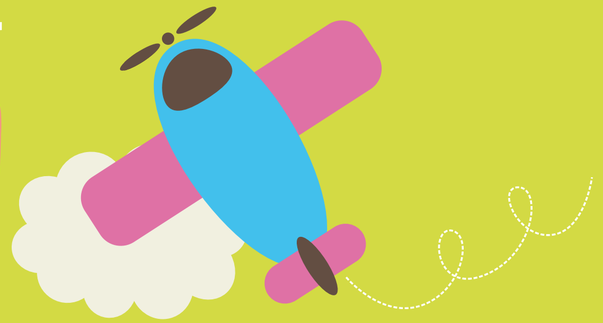
0 12

Weeks

2nd Trimester

HR Shared Services team to send 'Maternity Leave Notification Form' to line manager for completion. This information to be used to populate Maternity screens in Heart.

HR Shared Services team to send a congratulations email – directing the employee to the Parental pages on the Intranet. View here.



MATB1 should be received by the HR Shared Services team from the line manager / employee.

HR Shared Services team to populate Maternity screen with extra information.

Line manager to raise a vacancy and liaise with Talent Partner about maternity cover backfill, if needed.

13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Weeks

Line manager to raise an HR Ticket on notification of pregnancy. View here.

Line manager to complete 'Maternity Leave Notification Form' and return to HR Shared Services team via HR Ticket.

Begin 1st Health & Safety Workplace Assessment, load into Heart which will automatically be sent to Health & Safety.

Arrange introduction to the Family Friendly Expert or HR for employee and themselves.

Line manager to submit employee's MATB1 to the HR Shared Services team via HR Ticket.

Line manager needs to return MATB1 to employee. Employee's partner will need this as evidence for their Statutory Leave (Paternity / Shared Parental Leave).

HR Shared Services team to send out a letter through Heart confirming arrangement of Maternity Leave to employee.

Key

Actions

Key

Actions

HRSS Functions/Letters

Parental Leave - a timeline

3rd Trimester

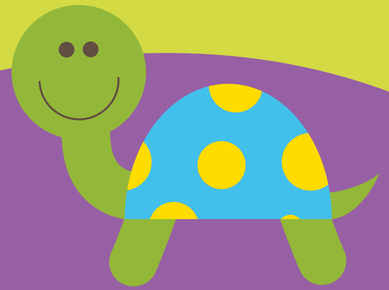
Line manager to review Workplace Health & Safety Assessment to see if it's still applicable. If changes have been made, then save the new assessment to Heart.

Benefit window will open to amend any benefits the employee holds.

29 30 31 32 33 34 35 36 37 38 39 40

Weeks

Line manager to have a discussion about how to keep in touch during leave and preferred method (call, text, email).



Key

Actions

0 – 12 months

Touch-point from line manager via employee's chosen contact method.

Line manager to arrange any KIT days with employee, letting HR Shared Services team know when they have taken place so they can tell Payroll.

Line manager to arrange any KIT days with employee, letting HR Shared Services team know when they have taken place so they can tell Payroll.

Line manager to complete 'Return to work following Maternity Leave' form and plan induction.

Line manager to tell HR Shared Services team via HR Ticket when the employee will be returning to work.

0 1 2 3 4 5 6 7 8 9 10 11 12

Months

Touch-point from line manager via employee's chosen contact method.

HR Shared Services team to let line manager know when it's the mid-point of Maternity Leave (automatic notification from Heart).

Return-to-work confirmation, including returner bonus and payment details.

Line manager to arrange any KIT days with employee, letting HR Shared Services team know when they've taken place so they can tell Payroll.

If employee hasn't taken or planned any KIT days – HR Shared Services team to send a 'Have you thought about KIT days?' letter to the employee.

HR Shared Services team to tell Payroll about any KIT days that have been taken and produce letter / email confirmation of when the employee will be paid.

Key

Actions

HRSS Functions/Letters