This diagram is intended to provide a high-level overview of a typical maternity leave process. More detailed information can be found within the Maternity Leave Policy.

Preparing and planning

- Announcement of Pregnancy
- Risk Assessment
- Understanding leave & pay entitlement/options
- Planning for maternity leave (inc checklist)
- Submit notification of maternity leave

During Maternity Leave

- Starting maternity leave
- Keeping in touch (inc KIT days)
- Planning for returning to work

Returning to work

- Confirm return date
- Consider options
- Flexible Working / Shared Parental Leave
- Childcare arrangements
- Risk assessments
- Return to work