

Maternity Policy: Key dates for notifications and action required

Week of pregnancy	Consideration / action
1-25 weeks	<p>Notify your department, normally your line manager of your pregnancy so that appropriate maternity health risk assessments can be undertaken. If you work in a high risk area (eg in a laboratory with harmful chemicals), this should be done asap in the first trimester of your pregnancy (weeks 1-12).</p> <p>Your partner should also inform their department/employer if they will be taking paternity leave.</p> <p>Consider you and your partner's leave arrangements, eg maternity / paternity leave. Consider the provisions outlined under the Shared Parental Leave scheme, flexible working and other family leave available at the University.</p> <p>Fill in the 'Maternity Leave and pay form' and send to HR . This will serve as a formal notification of your maternity leave plans.</p> <p>HR will contact you to arrange a meeting with you and your manager to discuss the arrangements for your maternity leave and answer any questions you may have.</p>
12 weeks – typically 1 st scan	
20 weeks - typically 2 nd scan	
25 weeks	'Qualifying week' - 15th week before the expected week of confinement.
25 weeks	<p>You receive your MATB1 form from your GP/midwife. This should be forwarded to HR asap.</p> <p>This is the latest date by which you must inform your department of your pregnancy and complete and return your Maternity Leave and Pay form and send to HR together with your MATB1, in order to qualify for maternity leave and pay.</p> <p>Your partner should also have informed their employer/department by now if they will be taking paternity leave.</p>
29 weeks	<p>Your 29th week of pregnancy is the earliest your maternity leave can begin (11th week before the EWC).</p> <p>If the actual birth date is earlier than the commencement of maternity leave date you specified, maternity leave will commence immediately and maternity pay will commence on the day after the birth. In this case you must submit notification of early birth as soon as practically possible (notification of birth form)</p>
36 weeks	<p>Your maternity leave may start automatically if you are off sick with a pregnancy related illness during the 4 weeks before your baby is due.</p>
40 weeks	<p>EWC. You must start your maternity leave this week if you have not already done so.</p>
After the birth of the baby	
1 - 2	<p>Compulsory 2 week-maternity leave period after baby is born, for health and safety reasons.</p> <p>Father/mother's partner may also begin their ordinary paternity leave from week one.</p> <p>You may take up to 10 Keeping in Touch (KIT days) during your maternity leave.</p>
3 – 52	<p>If you choose to cease your maternity leave and pay and opt in to shared parental leave (SPL) , you will need to give at least 8 weeks' notice before the intended start of SPL.</p>
52-63	<p>Optional 11 weeks additional leave (unpaid).</p>