



Colleague Name -

Colleague Number -

Line Manager -

This document is to be used by the colleague and line manager to use as a reference guide for a colleague's maternity leave through to their return to work. Throughout the document you will find links to various documents which can all be found on Colleague Connect and below is a link to the Family Leave Policy that you may wish to refer to throughout the process.

Family Leave Policy

Before your maternity leave begins

Action	Who	Timeline	Form	Date completed
Inform your line manager as soon as your pregnancy is confirmed and share this document with them as you will complete this document together.	Colleague	ASAP	N/A	
Line manager to request a maternity letter to be sent to the colleague if not already done so.	Line Manager to email familyleave@midcounties.coop	ASAP	N/A	
Line Manager to conduct first pregnancy risk assessment with the colleague and document any reasonable adjustments on the ML2 form.	Line Manager with guidance from H&S and HR where appropriate.	Between weeks 1 - 14	ML2 Form	

	Line Manager to provide a copy of the risk assessment to familyleave@midcounties.coop			
Colleague to complete the ML1 form	Colleague to send a copy of the completed form to familyleave@midcounties.coop and payrollusers@midcounties.coop	ASAP and before the end of the 15 th week before the expected week of childbirth	ML1 Form	
Line Manager and colleague to discuss the following (i) provisional leave dates (ii) antenatal appointments (iii) annual leave entitlement and arrangements (iv) any concerns <i>If the colleague is a Society vehicle driver then the colleague should email insurance@midcounties.coop so that the Insurance team can ensure that all the necessary paperwork is in place whilst on maternity.</i>	Line Manager with guidance from HR where appropriate	Between weeks 1 - 14	N/A	
Line manager to discuss option to opt out of the enhanced maternity entitlement.	Line Manager to email familyleave@midcounties.coop and payrollusers@midcounties.coop . Where the colleague has chosen to opt out.	Around 24 weeks.	N/A	
Colleague to provide a copy of the MATB1 form to the line manager.	Line Manager to send a copy to familyleave@midcounties.coop and payrollusers@midcounties.coop	Around 24 weeks	N/A	



<p>Upon receipt of the MATB1 form payroll will write to the colleague clarifying their entitlement to pay and will confirm their expected return to work date.</p>	<p>Payroll to action and colleague to share expected return to work date with Line Manager</p>	<p>Around 24 weeks</p>	<p>N/A</p>	
<p>Line Manager to conduct second pregnancy risk assessment with the colleague and document any reasonable adjustments on the ML2 form.</p>	<p>Line Manager with guidance from H&S and HR where appropriate</p> <p>Line Manager to provide a copy of the risk assessment to familyleave@midcounties.coop</p>	<p>Between weeks 24 - 26</p>	<p>ML2 Form</p>	
<p>Line manager and colleague to discuss how the colleague would like to keep in touch during their maternity leave (consider Keeping in Touch days option). And how they would like to be notified of any vacancies / promotions which they may be interested in whilst they're on leave.</p>	<p>Line Manager and colleague</p>	<p>Around week 26</p>	<p>N/A</p>	
<p>Line Manager to conduct third pregnancy risk assessment with the colleague and document any reasonable adjustments on the ML2 form.</p>	<p>Line Manager with guidance from H&S and HR where appropriate</p> <p>Line Manager to provide a copy of the risk assessment to familyleave@midcounties.coop</p>	<p>Between weeks 34 - 36</p>	<p>ML2 Form</p>	

During your maternity leave

Action	Who	Timeline	Form	Date completed
<p>If your baby is born earlier than expected you will need to inform your line manager as soon as possible as this may impact your maternity payments. Payroll will resend you an updated letter with your new entitlements.</p>	<p>Colleague to inform Line Manager and Line Manager to email payrollusers@midcounties.coop</p>	<p>ASAP</p>	<p>N/A</p>	
<p>If you choose to fulfil any Keeping in Touch days agree these with your line manager in advance</p>	<p>Line Manager and colleague to Complete an ML5 form</p>	<p>As and when agreed</p>	<p>ML5 Form</p>	
<p>Discuss with your line manager about a provisional return to work date and any other issues. You may wish to discuss whether a change to your working days and hours are required to support your return.</p>	<p>Line Manager and colleague</p>	<p>As and when appropriate</p>	<p>Flexible working Application Form</p>	
<p>If you choose to return earlier than your 52 weeks leave then you will need to inform your line manager and provide 8 weeks' notice of your return.</p>	<p>Line Manager or colleague to submit a completed ML3 form and send to familyleave@midcounties.coop and payrollusers@midcounties.coop</p>	<p>At least 8 weeks prior to return</p>	<p>ML3 Form</p>	
<p>If you decide not to return to work, then you will need to inform your line manager and provide them with adequate notice in line with your contract of employment and complete an ML4 form</p>	<p>Line Manager or colleague to submit a completed ML4 form to familyleave@midcounties.coop and payrollusers@midcounties.coop</p>	<p>In line with contractual notice period</p>	<p>ML4 Form</p>	

Your return to work

Action	Who	Timeline	Form	Date completed
Manager to complete an appropriate induction with the colleague	Line Manager	From the first day of returning	N/A	