# Maternity Leave Process

Colleague | Line Manager

## Before Maternity Leave

**ASAP**

1. Inform your line manager as soon as your pregnancy is confirmed
2. Request maternity letter through Family Leave ServiceNow Case

**Between week 1-14**

3. Conduct pregnancy risk assessment and submit through Family Leave ServiceNow Case
4. Complete the Notice of Maternity Leave Family Leave ServiceNow Case

**Between week 24-26**

5. Provide Maternity certificate (MATB1) form Family Leave ServiceNow Case

6. Conduct second pregnancy risk assessment Family Leave ServiceNow Case

**Between week 34-36**

7. Conduct third pregnancy risk assessment Family Leave ServiceNow Case

## During Maternity Leave

**ASAP**

8. Complete Notice of Maternity leave if your baby is born earlier than expected Family Leave ServiceNow Case

**As Agreed**

9. Agree any KIT days with your line manager
10. Log KIT days through Family Leave ServiceNow Case
11. Confirm with your manager your return-to-work date

## Returning from Maternity Leave

**8 Weeks Prior to Return**

12. Returning to work early? Complete "Intention to return to work Early" form 8 weeks prior to your return.
13. Submit Form through Family Leave ServiceNow Case

**Notice Period**

14. Not returning from maternity? Inform your line manager providing adequate notice in line with your contract of employment and complete "Notice of Intention not to return from maternity leave"
15. Submit Form through Family Leave ServiceNow Case
16. Complete induction with colleague from their first day of returning