Have you been continuously employed by the University for a minimum of 12 months before your EWC?

- Yes
  - You qualify for **Contractual Maternity Leave & Pay** - please see Policy for the 2 entitlement options available¹
  - Fill in the Application for Maternity Leave & Pay and return the form to the HR Operational Services Team as soon as practicable²

- No
  - Have you got more than 26 weeks service at your 15th week before EWC?
    - Yes
      - You qualify for **Statutory Maternity Leave & Pay** - please see Policy for entitlements
    - No
      - You may qualify for **Maternity Allowance**. You are still entitled to up to 52 weeks’ maternity leave

You discover you are pregnant. Consider when to tell the University (the laws which protect you at work only apply once your employer knows you are pregnant)

- Is it the 15th week before your EWC?*
  - Yes
    - You must now inform the University you are pregnant (to be eligible for maternity leave & pay) via MAT B1* (available at around 21 weeks from your midwife)
  - No

Consider the different pay and leave options available to you. HR Operational Services can provide you with advice.

You may qualify for Maternity Allowance. You are still entitled to up to 52 weeks’ maternity leave

¹ Contractual Maternity Leave & Pay
² Maternity Leave & Pay - Guide for Employees
³ Maternity Leave & Pay - Guide for Employees
⁴ Maternity Leave & Pay - Guide for Employees
Have you already sent in your MAT B1 form?

Yes

Send your original maternity certificate (MAT B1) (available at around 21 weeks from your midwife)

Agree with your line manager if you would like to be communicated with whilst you are on maternity leave, if there are any key communications

Agree with your line manager if you would like to use KIT* days³

Remember to give at least 28 days’ notice if you wish to change your maternity leave start date

Are you taking all of your statutory maternity leave?

Yes

Are you taking all of your statutory maternity leave?

No

Do you wish to return from maternity leave on a date other than the one originally provided on your Maternity Leave & Pay Application form?

Yes

If you were not planning to take your full maternity entitlement and wish to delay your return date you must give 8 weeks’ notice

If you wish to return earlier than originally planned you must give 8 weeks’ notice prior to your new return date

You do not need to do anything further

No

Yes
Notes:

* Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>EWC</td>
<td>Expected week of childbirth</td>
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<td>MAT B1</td>
<td>Maternity certificate issued by the Doctor or Midwife giving the date on which the baby is due</td>
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<tr>
<td>KIT days</td>
<td>Keeping in Touch days</td>
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If you decide you do not want to return to work following your maternity leave you must give the University at least the amount of notice for leaving your job, as stated in your terms and conditions. You are still entitled to receive SMP or maternity allowance for up to 39 weeks even if your employment ends (assuming you are eligible) and so long as you don’t take up alternative employment during that 39-week period.

² You can start your maternity leave any time from 11 weeks before your baby is due.

³ You are able to use up to 10 KIT days during your maternity leave, if you want to do so. Please complete the relevant Keeping in Touch day form and send to HR Operational Services. You will be paid in arrears at your normal flat hourly rate for each KIT day worked.