

Sorting out maternity leave & pay

It might seem a while away, but once you're ready to share your pregnancy news it's a good idea to begin maternity leave and maternity pay preparations. Here's a maternity leave checklist to help.

- ☐ Consider telling the boss once you're ready, you need to let them know by week 25 at the latest.
- ☐ Find out who to tell at work. In some companies there are HR reps who can help.
- ☐ Ask about a risk assessment in your workplace.
- ☐ Ask the midwife or GP about when to get a Mat B1. The timing and process varies with different hospitals or GPs.
- ☐ Ask the midwife how the MAT B1 works and who to show it to.
- ☐ Consider how long to take off before baby arrives – leave can be taken up to 11 weeks before.
- ☐ Consider how long to take off after baby arrives – the minimum is usually two weeks, but it's four weeks for factory workers.
- ☐ Consider how much maternity leave is affordable based on maternity pay available.
- ☐ Consider how much childcare will cost versus salary.
- ☐ Consider when the best end date for work is.
- ☐ Consider when the best return date to work is.
- ☐ Speak to colleagues who have been on maternity leave before for advice.
- ☐ Ask about any return to work bonuses that may be offered.



- ☐ Consider paternity leave and shared leave.
- ☐ Check eligibility for shared leave. If it's limited, how about dad settles baby into nursery for two weeks so mum can ease back into work smoothly?
- ☐ Ask family for help. Perhaps grandparents or aunts and uncles can help with childcare or pickups, when returning to work.
- ☐ Ask about Keeping In Touch days, or 'KIT' days.

