

Pregnancy timeline

Glossary:

SMP- Statutory Maternity Pay

MA- Maternity Allowance

SPL- Shared Parental Leave

OML- Ordinary Maternity Leave

Timeline

Key stages

Notes

Weeks (Sun-Sat)
before expected week
of childbirth (EWC)

**15th
week**

Period for assessing normal weekly earnings for SMP

Weekly average based on:

- Last 8 pay days (weekly-paid employees)

Employee needs 26 weeks service for SMP

- Last 2 pay days (monthly-paid)

Latest date to give employer:

- Notice of pregnancy and EWC
- Chosen OML start date

- Last pay day and any pay days not more than 8 weeks before it (irregularly-paid)

**11th
week**

Earliest OML start date unless baby born earlier

Employer has 28 days from notification to confirm expected return date

**4th
week**

Any pregnancy-related absence from this point triggers OML on next day

Employee can change start date at any time with 28 days' notice before:

- Original Chosen date (for delayed start)
- New chosen date (for earlier start)

EWC

Your employee does not need to let you know they are pregnant until week 25 but if they do let you know in the very early stages, it's helpful to ensure they have access to their employment rights.

Visit www.mumsreturningtowork.org for info on maternity rights and to be signposted to other places for help.

