

## Pregnancy timeline

Early on..... 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](http://www.mumsreturningtowork.org) for info on maternity rights and to be signposted to other places for help.

- Ensure your staff handbook and/or policies outlining workplace rights and benefits are readily available to all staff at all times.
- Have a chat about how they are feeling- physically and mentally
- Talk through any health and safety risks, do your working conditions pose any risk to your employee and the health of their baby? Keep in mind health and safety risks can happen at any stage through a pregnancy so it's important to re-visit this by checking in as things progress.
- Encourage your worker to talk to their health practitioner, friends and family for advice and support.
- Have a conversation about what sort of support they would be comfortable with at work and explain the processes you have in place for risk assessments as well as your obligations as an employer to keep them safe.

### Week 18- Statutory Maternity Pay (SMP)

If your employee has been working with you continuously for 26 weeks, they are entitled to SMP paid up to 39 weeks. An employees workplace rights- like right to pay, holidays and returning to a job are protected during maternity leave.

### Week 20- MAT B1 Certificate

Your employee will have been given their MAT B1 certificate between this week and week 28- this is needed if claiming SMP, Maternity Allowance or Employment & Support Allowance (ESA).

### Week 24- Best Start Grant (Scotland only)

This is the earliest an employee can apply – between weeks 20-24 their midwife will register them for the Baby Box.

### Week 25- Maternity Leave

Your employee needs to give notice of the date they intend to start maternity leave and pay by the end of the 15th week before the baby is due (approx week 25 of pregnancy). You will need their MAT B1 at this stage so they can claim SMP. If this is the first time your employee has told you about your pregnancy, see 'Early on' for some things to have a chat about with them, including finding out:

- When the baby is due
- When they'd like to start their maternity leave- they can change this with 28 days' notice but it's important to then confirm their start and end dates in writing within 28 days.

- Your employee can change their return to work date if they give 8 weeks' notice.
- You cannot refuse or change the amount of time your employee wants to take but it's important they give you 28 days' so that they are able to access SMP.
- You might want to agree at this point times for regular check-ins to ensure you have the right supports in place and if there are any changes that need to be made.
- Use these check-ins' to discuss when and how you will keep in touch, what sort of updates you both think would be useful, if there are any workplace social events, and Keeping In Touch- KIT days.
- It's also worth encouraging your employee to think about what benefits they might be entitled to and which are most beneficial to claim for via a benefits calculator such as [www.entitledto.co.uk](http://www.entitledto.co.uk)

### **Week 29 Maternity and SMP can begin this week**

- Provided you have been given the right notice an employees maternity leave can start.
- Some may wish to work closer to the birth in order to have more leave after their baby is born.
- Check in about KIT days and have a think about any changes to working conditions that might be useful on your employees return -including their right to request flexible working arrangements.
- Discuss with your employee how much they will be paid for their KIT days.
- Come up with a flexible plan together for KIT days as well as preferred ways to get in touch.

### **Week 34 Shared Parental Leave (SPL)**

Employees can share most of their leave with their partner but there are several notices to give and not everyone is entitled. For more information on SPL and Shared Parental Pay (ShPP) visit: [www.gov.uk/shared-parental-leave-and-pay](http://www.gov.uk/shared-parental-leave-and-pay)

### **Week 36**

Your employee may have chosen to keep working until their due date unless they have been absent from work with any pregnancy related reason in the last 4 weeks of pregnancy- then as an employer you are able to start their leave and SMP.

### **Actual week of birth**

The day after your employee gives birth is the latest they can start their leave and SMP if they have not already stopped working. This applies even if the baby is born early.