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| Human Resources |
| **Line Managers Checklist for Pregnant Employees**  |
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**This checklist is a tool for you to use to support your employee throughout the duration of her pregnancy. Please work through this this list, and return to HR when complete.**

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| Name of employee: |  |
| Department: |  |
| Manager name: |  |
| Date the employee advised you of her pregnancy: |  |

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| [ ]  | Ensure that Human Resources (HR) have been informed of the employee’s pregnancy (either by you or the employee directly).  |
| [ ]  | Arrange a meeting with the employee and HR to discuss the process.  |
| [ ]  | Ensure that a Display Screen Equipment (DSE) Workstation Ergonomics Assessment for the employee has been carried out.  |
| [ ]  | Carry out a Pregnancy at Work Risk Assessment for the employee (with assistance from the Health & Safety Team if required).  |
| [ ]  | Ensure that you have received a copy of the first maternity letter sent by HR to the employee. Check that the employee understands the information, and that they are aware they are entitled to paid time off for antenatal appointments. (Authorised absent form to be completed).  |
| [ ]  | Ensure the employee arranges a meeting with HR to discuss annual leave accrual and maternity pay, and any other questions they may have.  |
| [ ]  | Ensure your employee has submitted their original MATB1 form to Payroll (usually received from Midwife/GP after 20 week scan) |
| [ ]  | After 24 weeks, ensure that the Pregnancy Risk Assessment and DSE Assessment have been reviewed.  |
| [ ]  | Arrange a final meeting the with employee before she commences maternity leave.Remind the employee about Keep in Touch (KIT) Days and ask if she would like to receive any updates whilst she is on maternity leave, for example copies of the weekly information sheet (WIS) or any departmental updates. If yes, please arrange by post or email.  |
| [ ]  | Forward copies of all notes from meetings and correspondence to HR (including this completed form). |