

Human Resources

Employee returns to work

Process Flowchart for Pregnant Employees Normally between 12-15 weeks Employee/Manager advises HR of pregnancy Within 2 weeks of notification of pregnancy Manager to arrange a meeting between HR and employee, 1st letter and policy to be given to employee and discussed Employee to carry out DSE assessment prior to pregnancy risk assessment Within 4 weeks of notification of pregnancy Manager to carry out Pregnancy Risk Assessment (with assistance of Health & Safety if required), DSE will be discussed (employee & HR to receive a copy). Once Employee has received MATB1 form from Midwife/GP, original to be given to HR, 2nd meeting with HR to be arranged **Around 24 weeks** Manager to review Pregnancy Risk Assessment and DSE Workstation Assessment 2nd letter issued by HR once employee confirms in writing their intended maternity start date Before Employee goes on maternity leave Final meeting with Line Manager. Line Manager to ensure 'checklist' is fully completed and sent to HR Option to take shared parental leave, please see **Policy** Employee commences maternity leave and has their baby If the employee returns to work for optional 'Keep In Touch' days, meeting to be arranged on 1st KIT day with Manager to carry out short review. (Overtime form to be completed for hours worked) No Yes Is the Employee confirms their return to work date Employee gives contractual notice in Employee with their manager (in writing). Manager writing to Manager/HR returning to informs HR of employees return to work date. work? If a flexible working request is made please see Flexible Working Policy.