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Employer's Guidance on Maternity Leave

Employee informs employer of pregnancy (See [Maternity Leave Expectations Letter](#) and [Maternity Leave Notification Letter](#))

Carry out risk assessment (See [Maternity Leave Risk Assessment](#))

Does the employee's role present any risks to her health or safety?

Yes

Meet employee. Employer must remove risks or ensure employee is not exposed to risk

Employer may have to offer suitable alternative work or suspend employee on full pay if risks cannot be removed (See [Alternative Work during Pregnancy Letter](#) and [Maternity Suspension Letter](#))

Employee provided a start date for leave? (See [Maternity Leave Expectations Notification Letter](#))

No

Employee must provide start date for leave within 28 days of notification.

Meet with employee to discuss maternity plans

Yes

Employee must give 8 weeks' notice to return. Employer must acknowledge (See [Employee's Early Return to Work Notice](#) and [Early Return to Work Response from Employer](#))

No

No notice/further action needed

Has the employee given correct notice?

No

Employee returns to work

Employee must give 8 weeks' notice to return with requisite notice (See [Employee's Early Return to Work Notice](#) and [Early Return to Work Response from Employer](#))

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