

Staff member's Checklist – Planning for Maternity Leave

Area	Activities	Done
Policy and Rights	Your line manager should provide you with information on key policies, e.g. Maternity Policy, Flexible Working Hours and Location Policies	
	Discuss with your line manager what you are entitled to, e.g. length of leave, pay, etc.	
	Communicate scheduled antenatal appointments and check your payslip to ensure these aren't recorded as sickness absence	
Health & Safety	Schedule a time with your line manager to conduct a Pregnancy Risk Assessment	
Notice Periods	Discuss with your line manager how long you expect to be on leave	
	Leave dates must be arranged by the 15th week before the baby is due	
	Discuss notice periods required for early return to work or extension of leave	
Annual Leave	Discuss with your line manager how you expect to arrange annual leave	
	Discuss with your line manager the possibility of a phased return using accrued annual leave	
Pay	Submit your planned date of leave to payroll as early as is possible	
	Confirm payment of Statutory Maternity Pay and/or Occupational Maternity Pay and request a copy of your expected pay from payroll after you have confirmed your leave date	
	Arrange to have equal payments (if desired) through Payroll	
Handover	If necessary, create a handover document	
	During the later stages of pregnancy, consider creating a rolling document updated daily	
Looking ahead and keeping in touch	Discuss with your line manager how and when you want to keep in touch, and what about (in addition to legally required communication, e.g. reorganisations or promotion opportunities) and obtain a backup contact number for any issues in their absence.	
	Discuss with your line manager scheduling Keep in Touch (KIT) days (you can revisit this during leave)	

	Consider childcare for your return – some nurseries in Edinburgh require you to sign up over a year in advance (often before the child is born)	
Support	Keep a copy of the links to the NHS Lothian support and maternity hub pages.	