

Managing pregnancy & maternity: A checklist for managers Resources for SMEs



As a line manager, you will have a critical role to play in ensuring that any members of your team are well supported and managed during pregnancy, maternity leave, adoption leave, shared parental leave, and following their return to work. This checklist is intended to highlight some of the key considerations and activities, but should be read in conjunction with any internal policies or guidelines in existence in your organisation, and/or guidance from your HR/personnel team if you have one. For statutory policies, please see links below.

On notification of pregnancy

- ✓ Congratulate the employee
- ✓ Familiarise yourself with your organisation's maternity, shared parental leave and flexible working policies
- ✓ Carry out health and safety assessment, in conjunction with health and safety representative
- ✓ Discuss antenatal appointments (you can ask to see an appointment card)
- ✓ Discuss how much maternity/shared parental leave is likely to be taken and plans for return to work, but be aware that this may change. Ensure employee is aware that these are only initial discussions and you will not take her indications of preferences as a commitment
- ✓ Discuss expected start date of maternity leave but be aware that this may change
- ✓ Ensure you receive Mat B1 certificate confirming pregnancy, by 14th week before expected week of childbirth
- ✓ Consider how the role will be covered during maternity leave and discuss as appropriate, e.g. contact whoever is responsible for recruitment. Arrange hand-over period if possible
- ✓ Work with your employee on a detailed hand-over plan
- ✓ Diarise for a date shortly before maternity leave is due to start to ensure that final arrangements are made

Shortly before start of maternity leave

- ✓ Finalise arrangements for cover during maternity leave
- ✓ Work with employee on a back-to-work plan
- ✓ Discuss keeping in touch during maternity leave
- ✓ Carry out a pre-maternity leave performance review
- ✓ Think about doing a 'send off' with card/present

During maternity leave

- ✓ Keep in touch as agreed
- ✓ Discuss with individual their plans to return to work, i.e. expected date and make arrangements required
- ✓ Look at re-design of their job if a different working option is being discussed
- ✓ Ensure you follow the correct procedures for managing a request for flexible working
- ✓ Find out whether breastfeeding facilities need to be made available

Please also see **Managing maternity returners: A checklist for managers**.

For further guidance on maternity, paternity and shared parental leave, please refer to Working Families' additional guides, model policies and checklists for line managers at workingfamilies.org.uk/employers.

For more information on pregnant women's statutory rights, go to:
workingfamilies.org.uk, gov.uk and/or acas.org.uk.

This information is intended as a guide only and you should seek legal advice where necessary. Working Families will not be liable for any losses subsequent to the use or misuse of this information and guidance.