

## Sample Maternity Leaflet



### Notify HR of your Maternity Leave

Contact HR to notify of your intended Maternity Leave. Once submitted, HR will contact you with the relevant details you need.



### Take good care of yourself

Your people leader will complete a Risk Assessment by chatting to you and together you can identify any support you need. You're entitled to paid time off for antenatal classes and appointments. If you need support at any stage, contact the Employee Assistance Programme, offering 24/7, confidential support including counselling, information and guidance.



### Chat to your People Leader

Agree a Comms Plan so your people leader knows whether/how you'd like to be kept informed.



### Pension Contributions

Consider any changes you may want to make to your pension contributions ahead of your Maternity Leave. Contact HR for more information.

### Time off

You are allowed to take 26 weeks of paid maternity leave, along with an additional 16 weeks of unpaid leave. You must take at least two weeks of leave before the baby is born, and at least four weeks after the baby is born.



### Keep in Touch (KIT) days

KIT days help you settle back in– for instance if you want to attend a team meeting or a training day. You can avail of up to 3 KIT days. You can agree this with your People Leader who can submit the Claim Form on your behalf.



### Settling back in

Your people leader will contact you 2 months prior to your return to chat about your role and bring you up to speed. If you are interested in Flexible Working, this is a good time to discuss your options.

