

## Step by Step Maternity Guide

At Liverpool Hope University, the **Maternity Policy** gives details of maternity benefits and how to access these. This step by step guide is meant to be read in conjunction with the policy (which gives full details) but is designed to remind you of the key things you have to do to make sure HR have all the information they need to administer this correctly.

- **Notify your manager** of your pregnancy so that the University can arrange for you to have the appropriate time off for the appointments etc
- **Ask your Line Manager** to complete a Risk Assessment to ensure you are not exposed to any unnecessary risks in the workplace (eg heavy lifting)
- **Complete your Mat B1 form** with your midwife and sent to HR. This notifies us of your Estimated Week of Commencement (EWC), which is the trigger for the maternity processes.
- **Complete form ML1 – Notification of Intention to Take Maternity Leave.** This should be returned to HR no later than the end of your EWC unless it is not possible for you to do so.
- If you subsequently decide that you would like to **change the date** that you have given in the ML1 form, you need to **give HR notice at least 28 days before** the old start / new start date (whichever is sooner / most practicable).

For example, if you have notified us that you intend to go on maternity leave on the 1<sup>st</sup> August and you decide to change this to the 1<sup>st</sup> September, you would need to let us know by 4th July.

- **Confirm your holiday entitlement** and arrangements with your manager.

Please bear in mind that if your maternity leave spans two years, you are only entitled to carry over 5 days of holiday leave from one year to the next (section 6, paragraph 2, page 3-8).

- **If you have to start your maternity leave early** for whatever reason (such as an early arrival!) please advise HR of your delivery date so that your maternity payment plan can be adjusted.
- Once on leave, please **inform HR of your intended return to work date** by completing **ML2 Notification of Early Return From Maternity Leave**, otherwise we will assume that you will take your full 52 weeks entitlement. Ensure that you return the form at least 8 weeks before your intended return to work date.

The following may or may not apply to you depending on your individual situation.

- You may take up to ten days paid work, referred to as a **Keeping In Touch (KIT) Days** during your maternity leave. These cannot be taken in the first two weeks after the baby is born, but otherwise should be arranged directly with your manager. Remind your manager to inform HR of the KIT days you have worked to ensure that you are paid.

Refer to the Maternity policy for details of what you may be paid for a KIT day depending on where it falls in your maternity plan. (Your maternity plan is the note of the payment schedule for your maternity leave and is issued with your Confirmation of Maternity Leave letter from HR).

- Please note that if you are thinking about asking for a **change of hours** on return from your maternity leave, this is a statutory procedure. You can find fully details of what you need to do in the **Flexible Working Policy**. It is important if you are considering such a request that you are aware of the following:
  - You have the right to request a change but there is not an automatic right to the request being agreed (although we do our best to support these where we can).
  - The request has to follow a formal statutory procedure involving you, your manager and HR, therefore it may take a little time to complete.
  - It usually takes place when your leave has ended and you have returned to work, therefore you should make any childcare arrangements based on the hours that you were doing when you went on maternity leave.