**Maternity Toolkit**

This toolkit provides a summary with links to all the relevant documents you will need

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|  | **Document** | **Details** |
| **BEFORE Maternity Leave** | Maternity Leave Procedure | Details the leave and pay available to employees having a baby. |
| Maternity Leave Guidance for Line Managers | Guidance booklet to provide Line Managers with supplementary advice and guidance to support their employees going on maternity leave |
| Maternity Leave Guidance for Expectant Mothers | Guidance booklet to provide Expectant Mothers with supplementary advice and guidance to support them going on maternity leave |
| Maternity Leave Forms | Maternity Notification Form – formal notification form to be completed no later than the end of the Qualifying Week.  Pre-Maternity Checklist – a tool to help equip Line Managers and Expectant Mothers for a smooth transition to maternity leave |
| Risk Assessment | Guidance on New and Expectant Mothers for Line Managers and Employees. This includes a template risk assessment for expectant/breastfeeding mothers |
| Maternity Cover Fund Policy | Policy and worked examples for Line Managers to assist them in providing cover for the expectant mother’s duties during the maternity leave period |
| **DURING Maternity Leave** | Notice to Return to work | If you wish to change your agreed return to work date, you must provide at least eight weeks’ notice to your manager and HRHub. |
| KIT days | Ten paid days during leave to allow you to keep in touch with work. Ensure you record the days and return the KIT day record for payment |
| Intention to breastfeed | Notification to your line manager of your intention to breastfeed to arrange support. Line Manager to liaise directly with Safety Services to arrange for this. |
| **AFTER Maternity Leave** | Maternity Leave Forms | Return to Work Interview Checklist and KIT Days Record to be completed on your return to work |