# Maternity Leave checklist for HR/ Administration

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| Action | Date |
| When did the staff member notify you that they are pregnant? |  |
| Maternity Pack sent along with:   * Maternity Policy * Shared Parental Leave Policy * Parental leave Policy * Parental bereavement leave Policy * Flexible working Policy |  |
| Date the Line Manager guide sent along with the relevant risk assessments and same policies that were sent to staff member |  |
| Completed risk Assessments stored on personnel file |  |
| Baby’s due date |  |
| Has MATB1 been received? |  |
| Date of maternity leave start (must notify you 15 weeks before due date) |  |
| Does the employee have any plans to take up Shared Parental leave? If so, then what dates do they plan on taking for their period of SPPL. Do you need to send a confirmation letter to their partner’s employer to confirm SPPL? |  |
| Does the staff member qualify for Statutory Maternity Pay? (If not, then they need to apply for Maternity Allowance from the government) |  |
| Does the staff member qualify for Occupational Maternity pay? |  |
| Date maternity leave confirmation letter sent (once you have received confirmation of maternity start date) – Maternity letter to include:   * Maternity Start date * Maternity end date * Payment schedule * Information about annual leave accrual |  |
| Does the staff member wish to receive updates regarding the organisation and other staff while on maternity leave? |  |
| Date Payroll notified of maternity start date |  |
| Has the employee worked any KIT days during maternity leave? If so, notify payroll so payment can be made |  |
| Has the staff member submitted a flexible working application? |  |
| Date Payroll notified of maternity end date and any other changes to employment |  |