

Employee announces that she is pregnant

Has employee given her Expected Week of Childbirth (EWC)

Employee has not given EWC
Advise on maternity and ask for EWC (ML1)

Does the employee have sufficient continuous service to qualify for SMP (26 weeks service when 25 weeks pregnant)

Y

Y

Put in writing the appropriate SMP paragraphs, enclosing the Maternity information guide (MG1). Ensure payroll are advised.
note - Contact payroll to confirm holiday accrual and confirm with employee when holiday should be taken.

Carry out risk assessment (MF1)

If recruiting refer to recruitment flowchart

Decide how to support employee
by adjusting her work
load where possible

Advise on maternity and ask for EWC (ML1)

Employee starts on enhanced maternity leave and returning

Example only, do not copy