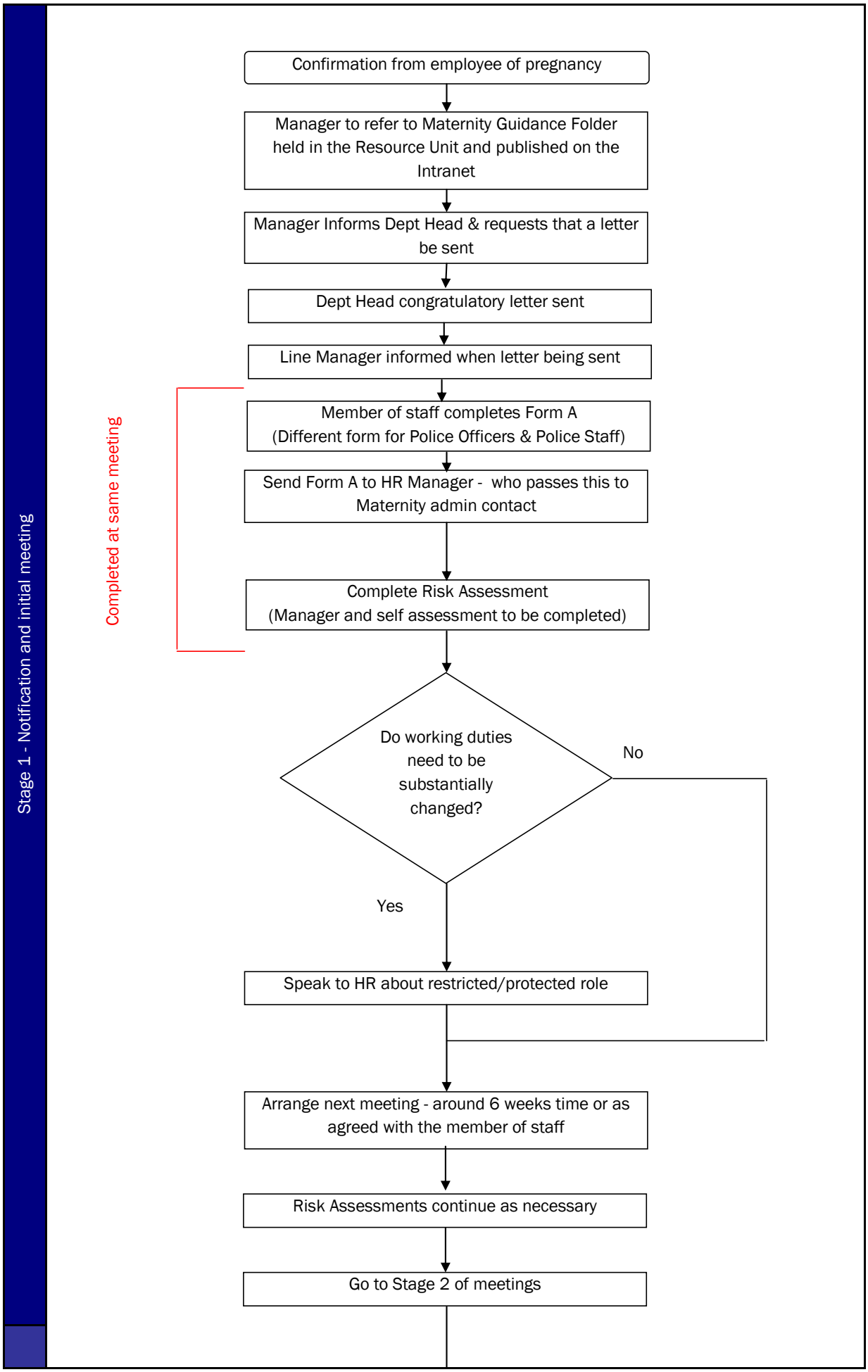
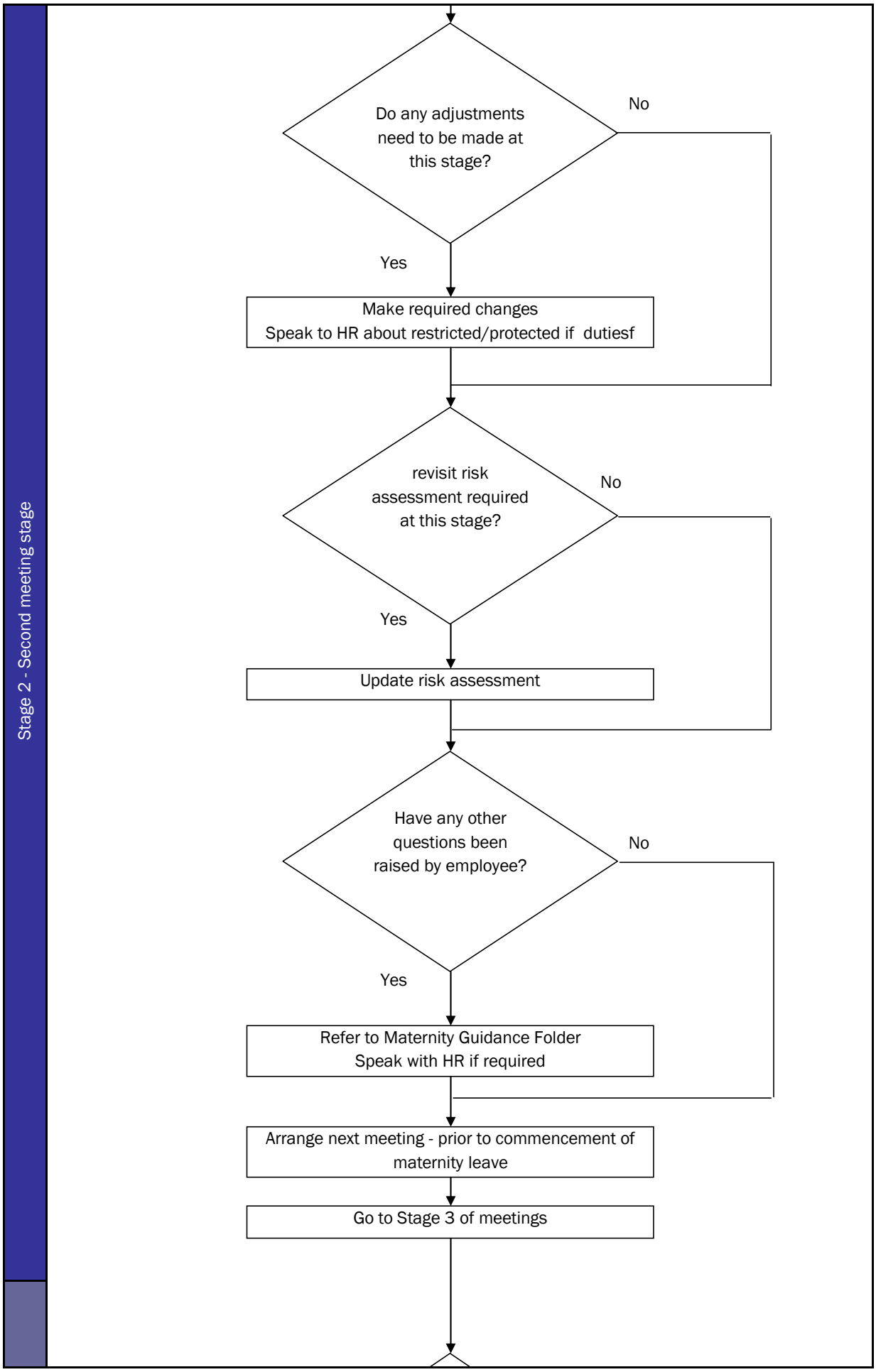
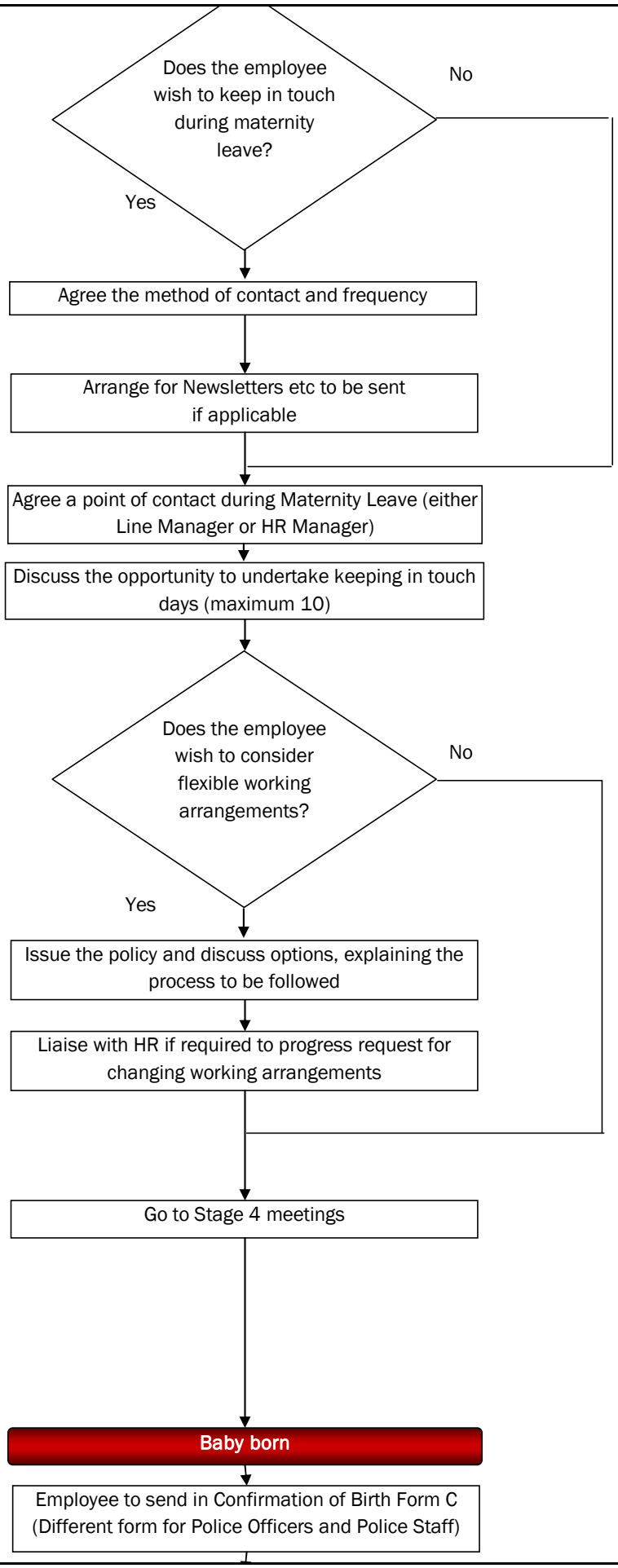
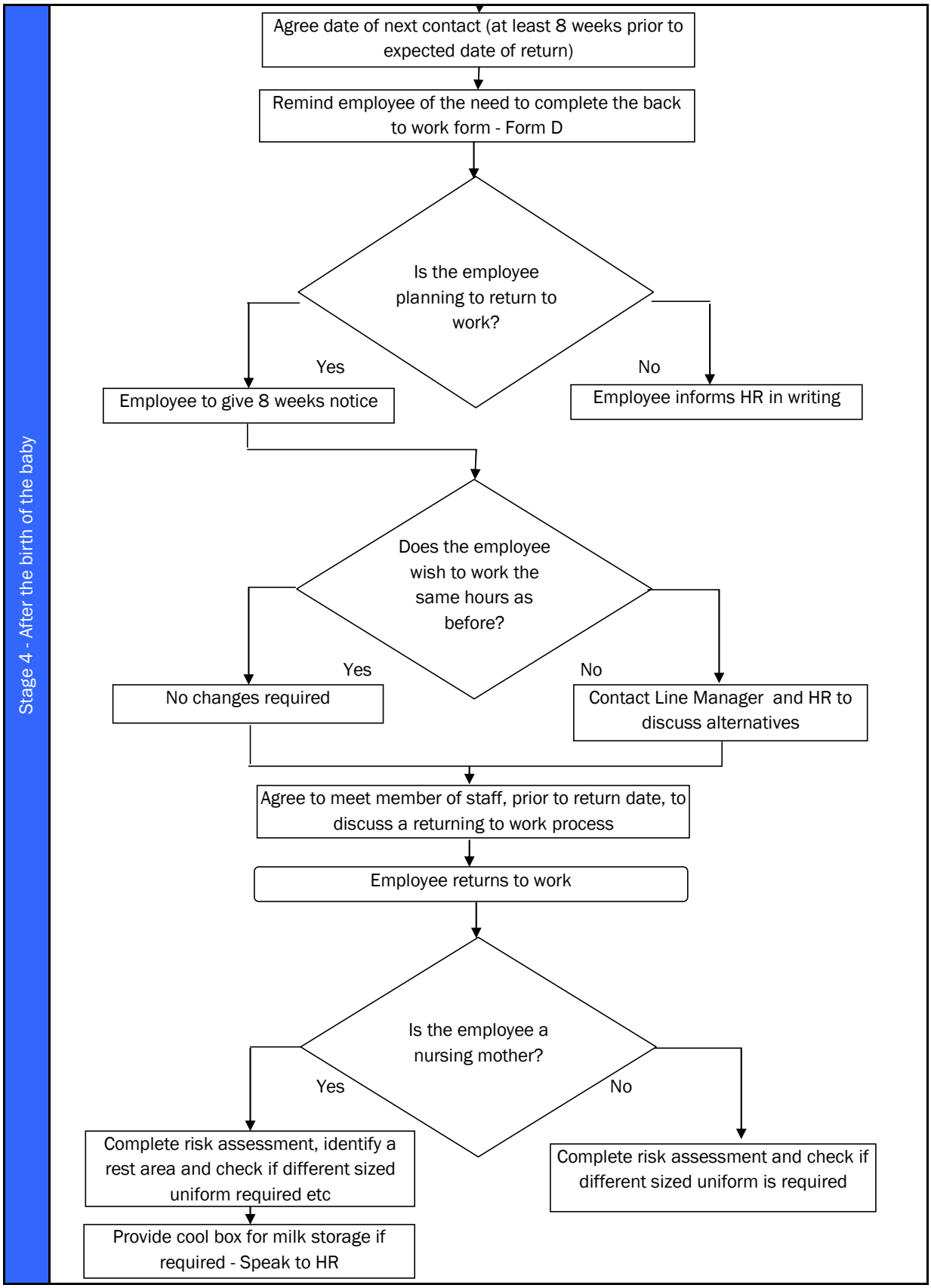

Stage 1 - Notification and initial meeting
Confirmation from employee of pregnancy
Manager to refer to Maternity Guidance Folder held in the Resource Unit and published on the Intranet
Manager Informs Dept Head & requests that a letter be sent
Dept Head congratulatory letter sent
Line Manager informed when letter being sent
Member of staff completes Form A (Different form for Police Officers & Police Staff)
Send Form A to HR Manager - who passes this to Maternity admin contact
Complete Risk Assessment (Manager and self assessment to be completed)
Completed at same meeting
Do working duties need to be substantially changed?
No
Yes
Speak to HR about restricted/protected role
Arrange next meeting - around 6 weeks time or as agreed with the member of staff
Risk Assessments continue as necessary
Go to Stage 2 of meetings


Stage 2 - Second meeting stage
Do any adjustments need to be made at this stage?
No
Yes
Make required changes
Speak to HR about restricted/protected if dutiesf
revisit risk assessment required at this stage?
No
Yes
Update risk assessment
Have any other questions been raised by employee?
No
Yes
Refer to Maternity Guidance Folder
Speak with HR if required
Arrange next meeting - prior to commencement of maternity leave
Go to Stage 3 of meetings

Stage 3 - Pre maternity leave meeting




Stage 4 - After the birth of the baby
Agree date of next contact (at least 8 weeks prior to expected date of return)
Remind employee of the need to complete the back to work form - Form D
Is the employee planning to return to work?
Yes
Employee to give 8 weeks notice
No
Employee informs HR in writing
Does the employee wish to work the same hours as before?
Yes
No changes required
No
Contact Line Manager and HR to discuss alternatives
Agree to meet member of staff, prior to return date, to discuss a returning to work process
Employee returns to work
Is the employee a nursing mother?
Yes
Complete risk assessment, identify a rest area and check if different sized uniform required etc
Provide cool box for milk storage if required - Speak to HR
No
Complete risk assessment and check if different sized uniform is required