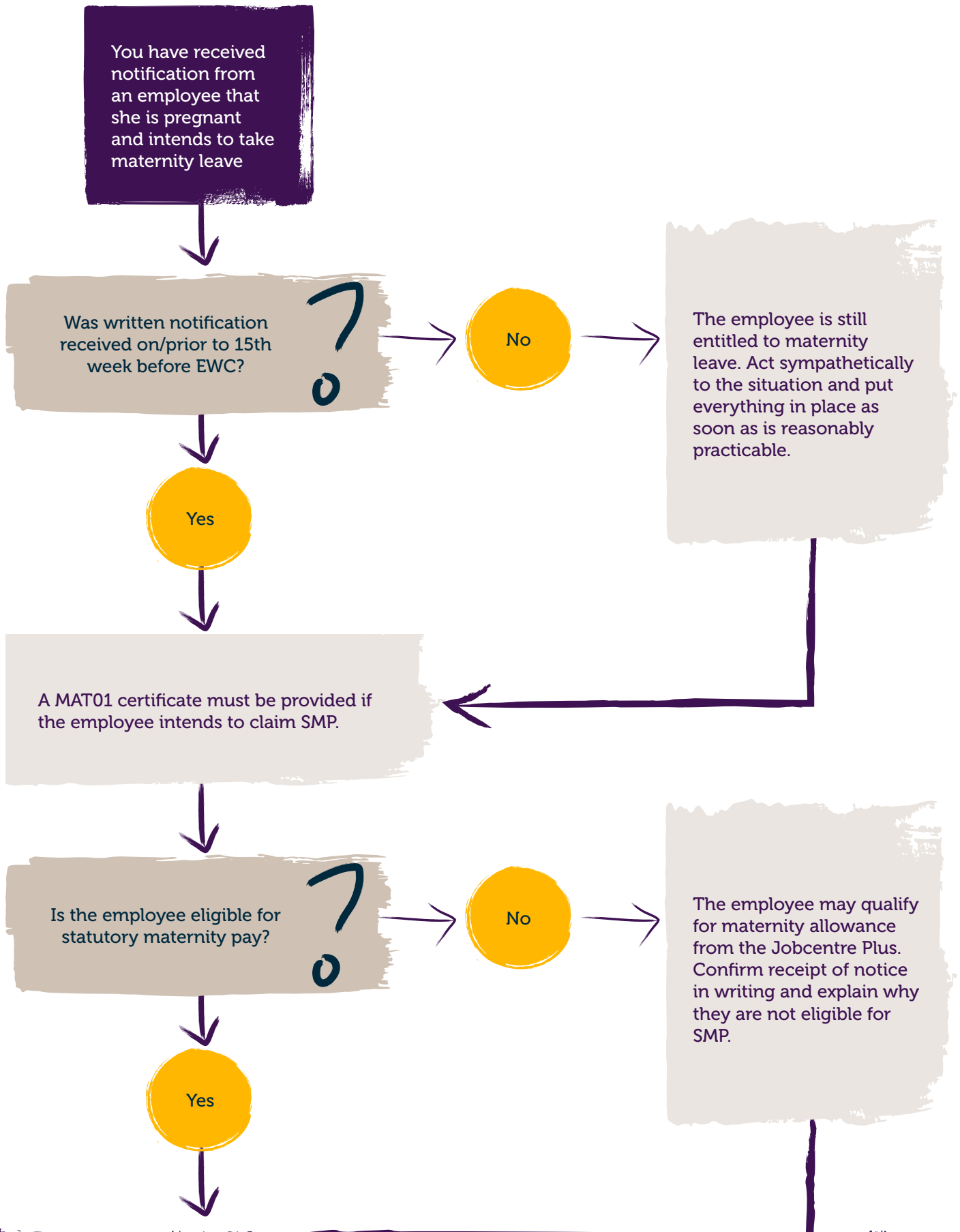
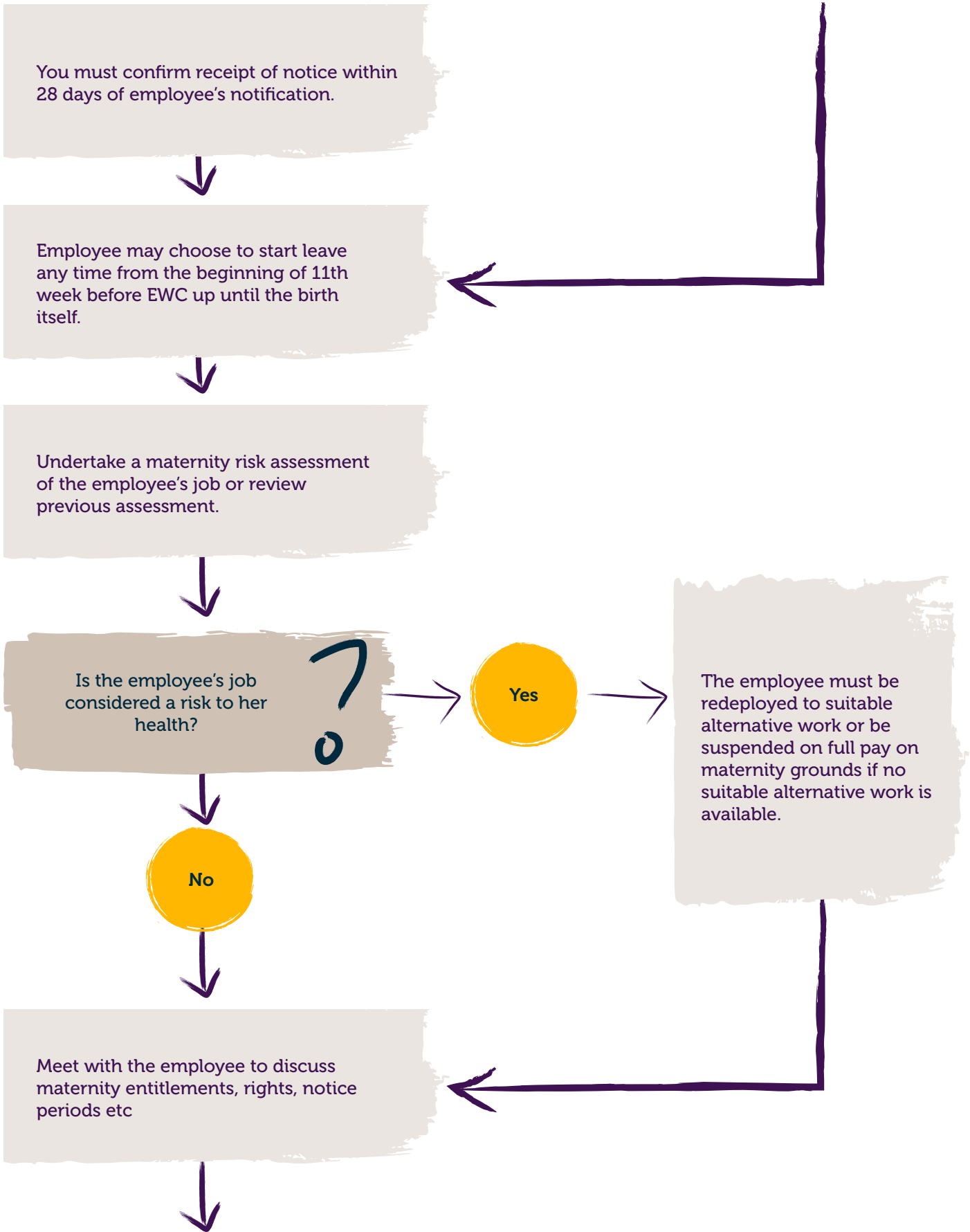


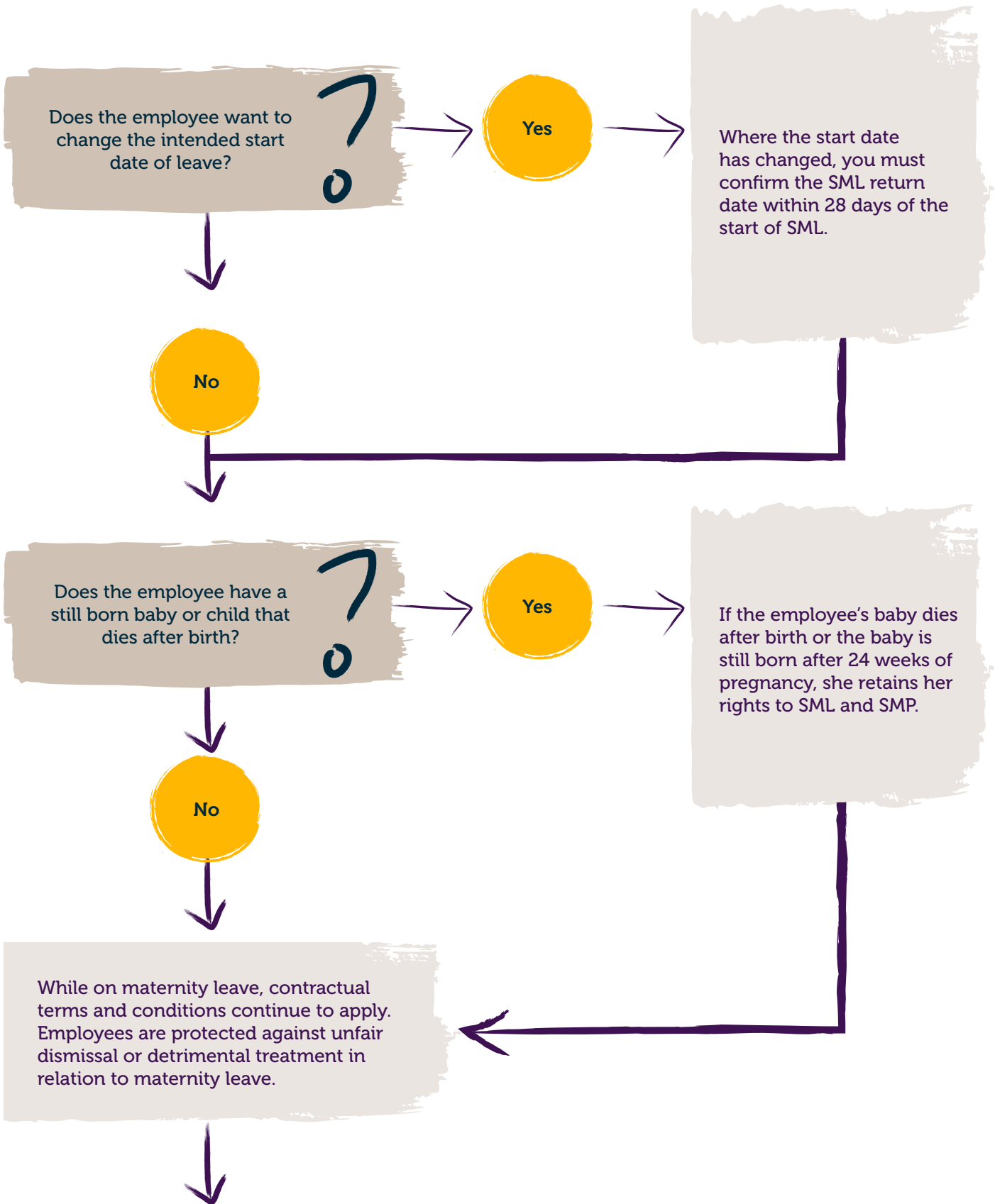
# Maternity leave and pay



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You can make 'reasonable contact' with the employee to keep them up-to-date by mutual agreement. Up to 10 voluntary keeping-in-touch (KIT) days may be arranged.

Does the employee notify they wish to take shared parental leave?

Yes

Use the Shared parental leave flowchart to follow the next steps of the procedure.

Go to Shared parental leave flowchart

No

When does the employee want to return to work?

No return

Employee formally resigns. Contractual notice period applies.

Recover costs from HMRC. If enhanced pay was provided and was contractually agreed beforehand, recover costs from employee.

Procedure complete

Will return

Early

On date

Later

# Maternity leave and pay

