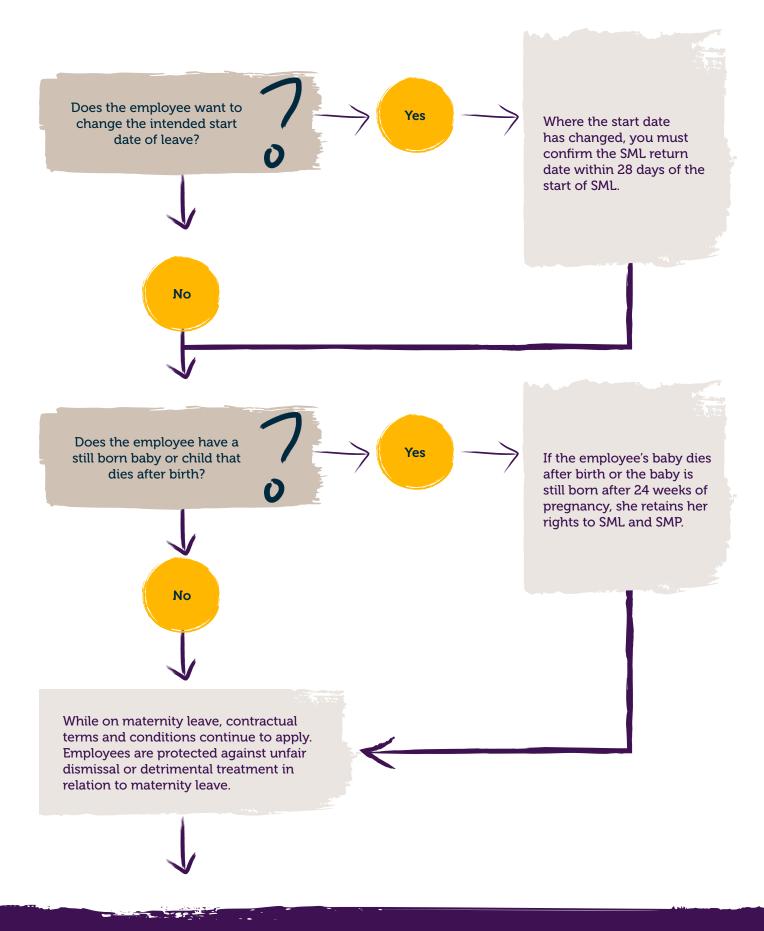
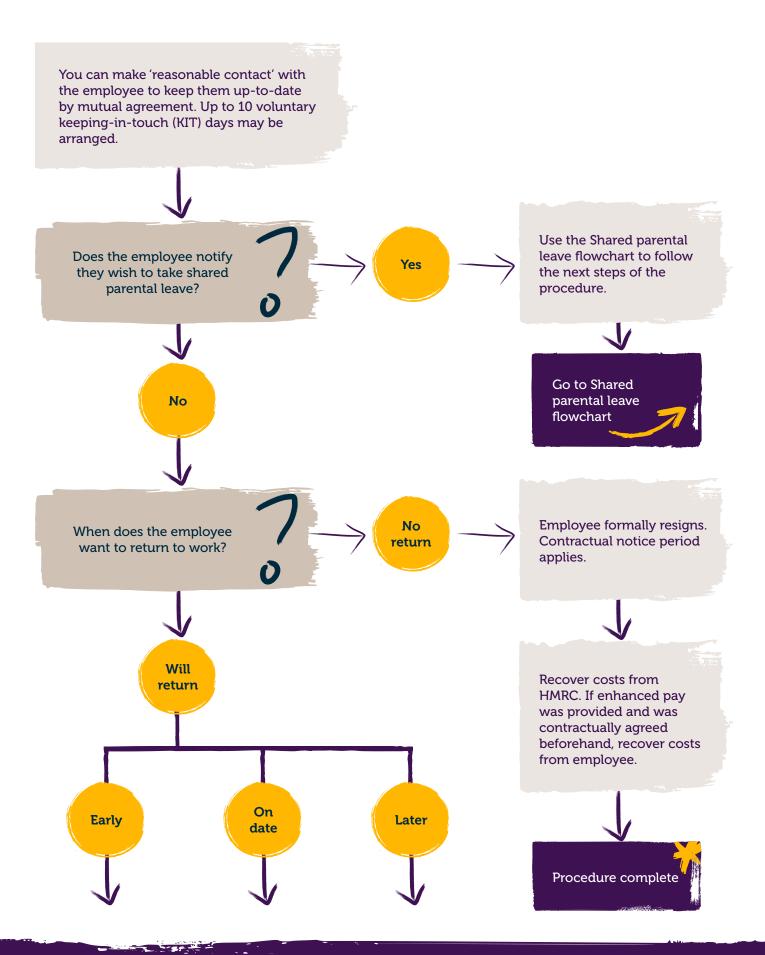


You must confirm receipt of notice within 28 days of employee's notification. Employee may choose to start leave any time from the beginning of 11th week before EWC up until the birth itself. Undertake a maternity risk assessment of the employee's job or review previous assessment. Is the employee's job The employee must be considered a risk to her redeployed to suitable health? alternative work or be suspended on full pay on maternity grounds if no suitable alternative work is available. Meet with the employee to discuss maternity entitlements, rights, notice periods etc







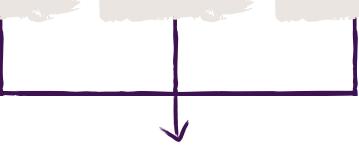
Employee must give 8 weeks' notice. If they fail to give notice, the return date may be postponed for 8 weeks (providing this does not extend the 52 weeks period. There is no obligation to pay the employee during that time.

On date

There is no requirement for the employee to give notice if they intend to return on the planned/notified date. The return date will usually be 52 weeks after SAL began.

Later

Providing the employee has at least one years' service, they may use unpaid parental leave.



You must protect employees' rights and entitlements on return to work.



Recover costs from HMRC.



Procedure complete