

## **Maternity Leave Provisions – Guidance Notes for Managers**

This document is to be used by line managers of employees who are expecting a baby. Below are guidance notes to assist you in ensuring that legislation is adhered to.

### **Ante Natal Appointments**

Employees are entitled to reasonable paid time off to attend ante-natal appointments and any related classes which are recommended by their midwife or medical practitioner. Line managers should not necessarily ask for proof of these appointments. Managers are, however, entitled to ask for evidence i.e. appointment cards should this be necessary.

### **Risk Assessment**

A risk assessment should be carried out and documented as soon as the employee informs you of their pregnancy. This should cover all aspects of the job and any duties that would put the employee at risk should be relinquished.

### **'Keeping in Touch' Days**

An employee on maternity leave is now able to agree to work up to 10 days during their statutory maternity leave (52 weeks). Any such work must be by agreement of both the employee and yourself a line manager has no right to demand an employee works or attends work during their maternity leave period. Work may include training, e workplace.

Line managers are also entitled to have reasonable contact with an employee whilst they are on maternity leave. However, any contact with the employee should be made initially through Human Resources, unless prior permission and contact details have been provided by the employee beforehand.