

SUMMARY

MATERNITY TIMELINE

Your pregnancy is confirmed

20 WEEKS



Notify your line manager as soon as you are ready, but **no later** than the 15th week before your baby is due

Request a MATB1 form at your next antenatal appointment to claim Maternity Allowance and provide your line manager with a copy

26 WEEKS



Your claim for Maternity Allowance should be made in or after this week

27 WEEKS



Line managers will:

- Take receipt of the Maternity Leave Form and retain a copy
- Send a copy to:
 - Central Administration Team (oracle.admin@gov.im)
 - OHR Business Partner Team
- Advise the employee of her paid and unpaid leave entitlements
- Advise the employee of the date her Maternity Leave will end (take into account Additional Maternity Leave if she is entitled)
- Confirm the length of any period of accrued annual leave which may be taken following the end of the formal Maternity Leave period
- Arrange for a risk assessment and offer suitable alternative work if necessary and available



You must advise your line manager that you are pregnant by this date, to be eligible for Maternity Leave

31 WEEKS



This is the earliest that your Maternity Leave can start

If you need your Maternity Leave to start at a different time than notified, you must give 28 days notice



Maternity Leave

Congratulations on your new baby

WEEK 2



The earliest you can return to work

WEEK 26

Your statutory Maternity Leave ends



If you are not eligible for Additional Maternity Leave, you return to work on this date

Additional Maternity Leave commences for those who are eligible

WEEK 39



Maternity Allowance would be paid up until this week (if you are eligible)

WEEK 52



Return to work

Your anticipated return to work if you have taken Additional Maternity Leave

You must return to work for at least 13 weeks to retain all of your Maternity Pay

KEEP IN TOUCH (KIT) DAYS



Those receiving Maternity Allowance can work for up to 10 days during the Maternity Allowance period without losing any benefit

Discuss KIT options with your line manager