

Maternity checklist

Pregnancy and planning time off	Date	Notes
1. You are notified of the pregnancy.		
2. Arrange to talk to your nanny about her pregnancy, maternity leave and pay. Ask her to confirm her pregnancy in writing giving you the date the baby is due, her intention to take maternity leave and when she intends to start her maternity leave by 15 th week before the baby is due.		
3. Consider how you are going to cover your nanny's work during her leave and make sure you keep her job open.		
4. Complete Pregnancy Risk Assessments throughout the pregnancy; approximately every eight weeks or as and when needed according to the employee's role and pregnancy development, in line with H&S requirements.		
5. Put key dates in your diary.		
6. By the 15 th week before the baby is due make sure your nanny has given you written confirmation of the pregnancy (see 2. Above) and ask her for the MATB1 form, available from her doctor or midwife.		
7. Discuss with your nanny the contact or communication arrangements she may like to have while she's on leave – e.g. Keeping in Touch days. You may want to consider what her childcare arrangements might be? Will she be wanting to care for her own child and yours? Are you happy with this?		
Maternity leave		
8. Your nanny's maternity leave and pay should start on the date she has given in writing, unless you confirm a change of date when leave starts.		
9. Confirm back to her in writing the last date on which she can return. Keep a copy of this.		
10. Send her a card and/or contact her when the baby is born.		
11. Keep in contact with your nanny during her leave. Refer to notes from meeting in point 7. Make sure she is aware of the following policies: - KIT Days (If your employee comes in for KIT days, remember to authorise payment.), Shared Parental Leave, Flexible Working, Parental Leave & Emergency Family Leave.		
12. Meet with your nanny towards the end of her leave to discuss her date of return and how she is intending to return.		
13. When you know her intended date of return to work, read through "Returning to Work" section below.		
Returning to work		
14. Once your nanny comes back ensure her pay is triggered and correct.		
15. Welcome your nanny back. Make time to help her feel comfortable about her return to work and run through any changes to the child(ren)'s routines/activities, your policies, procedures etc. that have taken place during her leave.		
16. Check up after a few weeks to see how things are going.		
17. If your nanny tells you she is not returning to work you will need to arrange final pay etc. once this is confirmed after the birth of her baby		