Cyngor Sir CEREDIGION County Council
Adnoddau Dynol | Human Resources

MATERNITY NOTIFICATION FLOWCHART

Your GP has confirmed that you're expecting a baby!!

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Inform your line manager and request paid time off to attend ante-natal appointments/classes.

→ Your Line Manager will arrange a risk assessment

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By the end of the 15th week before your expected week of childbirth (EWC) you must formally confirm your EWC and the date you wish for your maternity leave to commence by submitting to Corporate HR a **Maternity Leave Application Form** together with the MAT B1 certificate (usually given by your Midwife). Please provide a copy to your Line

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Within 28 days of receipt of your formal confirmation HR will write to you confirming your:

- ordinary maternity leave end date
- additional maternity leave end date
- entitlement to Statutory Maternity Pay (if applicable)
- entitlement to Occupational Maternity Pay (if applicable)

→ If, in the meantime, you wish to change your maternity leave start date you must inform HR at least 28 days in advance of the new date.

If your baby arrives prior to your stated maternity leave start date your maternity leave will commence on the day after you give birth.

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HR will write to you with confirmation of the new details within 28 days.

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If you wish to return to work before your full leave entitlement has expired you must notify your Line Manager in writing at least 21 days in advance of the return date.

If you choose not to return to work as intended you must provide your Line Manager with your normal contractual notice. ***Please be advised any OMP received may need to be reimbursed.*