

Timeline of key dates for notifications and action required in birth scenarios

| Week of pregnancy | Consideration / action |
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| 1 – 25 weeks | <p>Notify your department of your pregnancy so that appropriate maternity health risk assessments can be undertaken. If you work in a high risk area (eg in a laboratory with harmful chemicals), this should be done in the first trimester of your pregnancy (weeks 1-12).</p> <p>Your partner should also inform their department/employer if they will be taking paternity leave.</p> |
| 12 weeks | First ultrasound scan (approximate date). |
| 12 – 25 weeks | <p>Consider your and your partner's leave arrangements, eg maternity / paternity leave.</p> <p>Consider the provisions outlined under the Shared Parental Leave scheme, flexible working and other family leave available at the University.</p> |
| 20 weeks | Second ultrasound scan (approximate date). |
| 21 weeks | You receive your MATB1 form from your GP/midwife. |
| 21 – 25 weeks | Fill in the 'maternity leave plan' following the receipt of your MATB1 form. This will serve as a formal notification of your maternity leave plans. |
| 25 weeks | You must inform your department of your pregnancy/fill in the 'Maternity leave plan' at the latest by the Qualifying Week, in order to qualify for maternity leave and pay. Your partner should also have informed their employer/department by now if they will be taking paternity leave. |
| 29 weeks | Your 29th week of pregnancy is the earliest your maternity leave can begin (11th week before the EWC). |
| 36 weeks | Your maternity leave <i>may</i> start automatically if you are off sick with a pregnancy-related illness during the 4 weeks before your baby is due |
| 39 weeks | Maternity leave will commence the day after your baby is born, if the actual birth date is earlier than the commencement of maternity leave date you specified. |
| 40 weeks | EWC. |

| After childbirth (weeks immediately following the birth) | Consideration / action |
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| 1 - 2 | <p>Compulsory 2 week-maternity leave period after baby is born, for health and safety reasons.</p> <p>Your partner may also begin their ordinary paternity leave from week one.</p> |
| 3 – 52 | <p>You may take up to 10 Keeping in Touch (KIT days) during your maternity leave. If you wish to consider Shared Parental leave, there are three separate notices you need to submit (notice of curtailment, notice of entitlement and notice to book). For each of these you need to give at least 8 weeks notice.</p> |