

Printable  
**MATERNITY LEAVE  
 CHECKLIST**

Before you go on maternity leave, there's lots to think about. You should arrange to meet your manager as early as you can so you can run through everything and ensure you've got time to plan ahead. To help you out, we've put together a checklist of everything you need to do for your maternity leave:

Before You Leave	✓
Read your company's Maternity Leave policy - this will provide you with info on the process, how much time they'll give you, and any responsibilities you'll have while on leave.	
Let your manager know about your pregnancy as soon as comfortably possible.	
Consider your leave entitlement and how long you'd like to take. (The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year.)	
Work out your finances: when you'll start putting money aside, how much money you'll have, and how you can budget this over the max number of weeks you expect to be on leave	
Discuss your prenatal appointments and workload: Make sure your manager knows when you need time off and how much work you can take on during your pregnancy (this may change over time).	
Complete a Risk Assessment for your workplace to ensure and discuss any adjustments you'll need with your manager.	
If you'll need to stay in touch while on leave, find out who will be your point of contact.	
Find someone who can update you: Although your manager will let you know of anything major, it's good to keep in touch with a friend who will let you know about any updates.	
Complete any maternity leave forms and submit to HR. Try to do this by week 25.	
Choose dates to start your maternity leave/return to work.	
Research childcare options for when you return to work.	

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During Maternity Leave ✓	
Make sure you keep in contact with work - stick to any agreements you made before you left.	
Confirm your actual return date with your manager and ensure this is confirmed in writing.	
Near the end of your maternity leave, talk to your manager about your return. Make sure to discuss breastfeeding arrangements, if applicable, and any other specific considerations/extra support you'll require.	
If the date of your return needs to change, make sure you tell the appropriate person (usually either your manager or HR) as soon as possible.	
If you plan to return part-time, discuss new work day/hour arrangements with your manager.	

Once You've Returned ✓	
Confirm your role and responsibilities (if they've changed) with your manager.	
Discuss reintroductions with your manager: this should include new workplace systems, any new staff members or departments.	
Make sure that breastfeeding arrangements have been put in place and you are happy with them - if applicable, make sure a new risk assessment has been completed.	
Arrange regular meetings with your manager to check in about how your return is going.	