

# MATERNITY LEAVE CHECKLIST

before you leave	✓
Read your company's Maternity Leave policy	
Let your manager know about your pregnancy as soon as comfortably possible	
Consider your leave entitlement and how long you'd like to take	
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	
Complete a Risk Assessment for your workplace 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 (a friend/manager)	
Complete any maternity leave forms and submit to HR	
Choose dates to start your maternity leave/return to work	
Research childcare options for when you return to work	

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<i>during maternity leave</i>	✓
Confirm your actual return date with your manager 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) ASAP	
If you plan to return part-time, discuss new work day/hour arrangements with your manager	

<i>once you've returned</i>	✓
Confirm your role and responsibilities 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	