



# Maternity Informal Meeting Guide 2

## - Weeks 12-26 of Pregnancy

This meeting guide is the second in a series to support you in conversations once a member of your team has told you they're pregnant. The guides are here to help you talk about pregnancy and Maternity Leave related matters with the colleague and to deal with any concerns they may have so they feel supported throughout the process.

There's no need to use the exact wording below, it's just a guide – so use your personal style and language. But it is really important that you ask and record answers to the questions in bold as these are about key things that need to happen in the maternity process.

You don't need to return this form to HR Services – just keep a copy.

### Colleague details

<b>Colleague name</b>	
<b>Business/Location</b>	
<b>Job title</b>	
<b>Date of meeting</b>	
<b>Estimated due date*</b>	

\* If the colleague isn't sure of their due date at this point, just give the approximate month in which they're due.

### Review

How are you feeling?

**Do you have any appointments coming up in relation to your pregnancy? Yes / No**

**[IF YES] How do you think these might impact your work?**

- Record details of any antenatal appointments and arrangements for covering work where required.

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**Remember:** All colleagues who are expecting a baby, regardless of how long they've worked here or how many hours they work, are entitled to paid time off to attend antenatal appointments. Wherever possible these appointments should be arranged at the beginning or the end of the day, or on days that the colleague doesn't normally work, so they don't impact the business too much.

## Health and Safety Risk Assessment

**Have there been any changes to your situation which means that we need to review the Risk Assessment? Yes / No**

- Record below any changes to the colleague's circumstances and when the Risk Assessment will be reviewed

## MATB1 Form

**Have you received your MATB1 form yet? Yes / No**

**Have you sent the completed MATB1 and ML1 form to HR Services? Yes / No**

**Remember:** If the colleague hasn't yet received their MATB1 form, tell them not to worry. Their midwife, GP or health visitor knows that they need this to be able to take Maternity Leave and pay.

MATB1 forms need to have been signed by their midwife, GP or health visitor no earlier than week 20 of their pregnancy. Make sure you check that it hasn't been signed earlier than this, as then the form would be invalid.

The best time to submit the completed MATB1 form is between weeks 20 and 26 of the colleague's pregnancy. If they don't receive their MATB1 during these weeks, contact HR Services on 0330 606 1001 for advice.

- Records any concerns regarding the MATB1 and actions agreed to resolve them

## Maternity Leave

**Do you know yet when you're intending to start your Maternity Leave? Yes / No**

**Start date (if known)** \_\_\_\_\_

**Remember:** The colleague can start their Maternity Leave any time from the start of the 11<sup>th</sup> week before the baby is due. Maternity Leave can start on any day of the week. If the colleague wants to change the start date of their Maternity Leave once you've agreed it they can, as long as they give you 28 days' notice (unless this isn't practically possible.)

## Holidays

**How many holidays will you have left before starting your Maternity Leave?**

- Record number of remaining holidays

**How do you want to take these holidays?      Before/After Maternity Leave**

- Record any agreed arrangements

**You'll continue to accrue holiday during your Maternity Leave.**

**How do you want to take these holidays?      Before/After Maternity Leave**

➤ Record any agreed arrangements

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**Do you know the date that you would like to return to work? Yes / No**

**Date (if known):**\_\_\_\_\_

**Remember:** HR Services will assume that the colleague will be taking the maximum 52 weeks' leave unless they're told otherwise. If the colleague informs you they want to return before the end of their leave entitlement, you need to let HR Services know.

**Remind the colleague if they change their mind and want to return earlier (either than the agreed date or the end of their Maternity Leave entitlement), they'll need to give you eight weeks' notice. If they don't you need to do your best to accommodate their request, but it might not be possible.**

## **Colleague questions**

Do you have any questions or concerns at this stage?

➤ Record any questions and update with the answers given.

Questions	Answers

## Employee Assistance Programme

Remember we have an [Employee Assistance Programme](#) (EAP) who can provide colleagues with support. You can contact the EAP on 0800 069 8854. It's independent and totally confidential. And there's no charge for Co-op colleagues.

## Further review meetings

- It's good to arrange regular review meetings with the colleague, so you can provide ongoing support and make sure that all required forms are completed at the right time. You'll be emailed meeting guides for these meetings by HR Services at the appropriate times.

Date of next review meeting:

Meeting 3 Date \_\_\_\_\_  
(Recommended to take place between weeks 26+)