

Maternity leave checklist

Nine months can seem like a long time, but time flies, and before you know it you'll be preparing for maternity leave. Here's what you need to do before you finish work. Have you:

- Checked your maternity package to see what your company offers you?
- Talked to your line manager about who will be doing your job while you are away, and organised a handover with your replacement? You might feel a little reluctant to hand over 'your' job, but getting to know your cover should lessen your anxiety.
- Stressed to your boss that you are keen to return? You can change your mind later if you need to.
- Put the news of your pregnancy in writing, and said that you are applying for statutory maternity pay?
- Notified your employer of the date you want to start your maternity leave? The earliest you can start is 11 weeks before the birth. However remember that the earlier you finish work, the earlier you will have to go back after your baby is born.
- Made some arrangements to meet friends in the first week of your leave so you don't get lonely?
- Made arrangements to stay in touch with colleagues while away?

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