

# Maternity Leave and Pay

Use this flowchart to guide you - and if in doubt - Contact the Peas

**START**

You have received notification from an employee that she is pregnant and intends to take maternity leave

Was written notification received on/prior to 15th week before EWC?

**NO**

The employee is still entitled to maternity leave. Act sympathetically to the situation and put everything in place as soon as is reasonably practicable.

**YES**

A MAT01 certificate must be provided if the employee intends to claim SMP.

Is the employee eligible for statutory maternity pay?

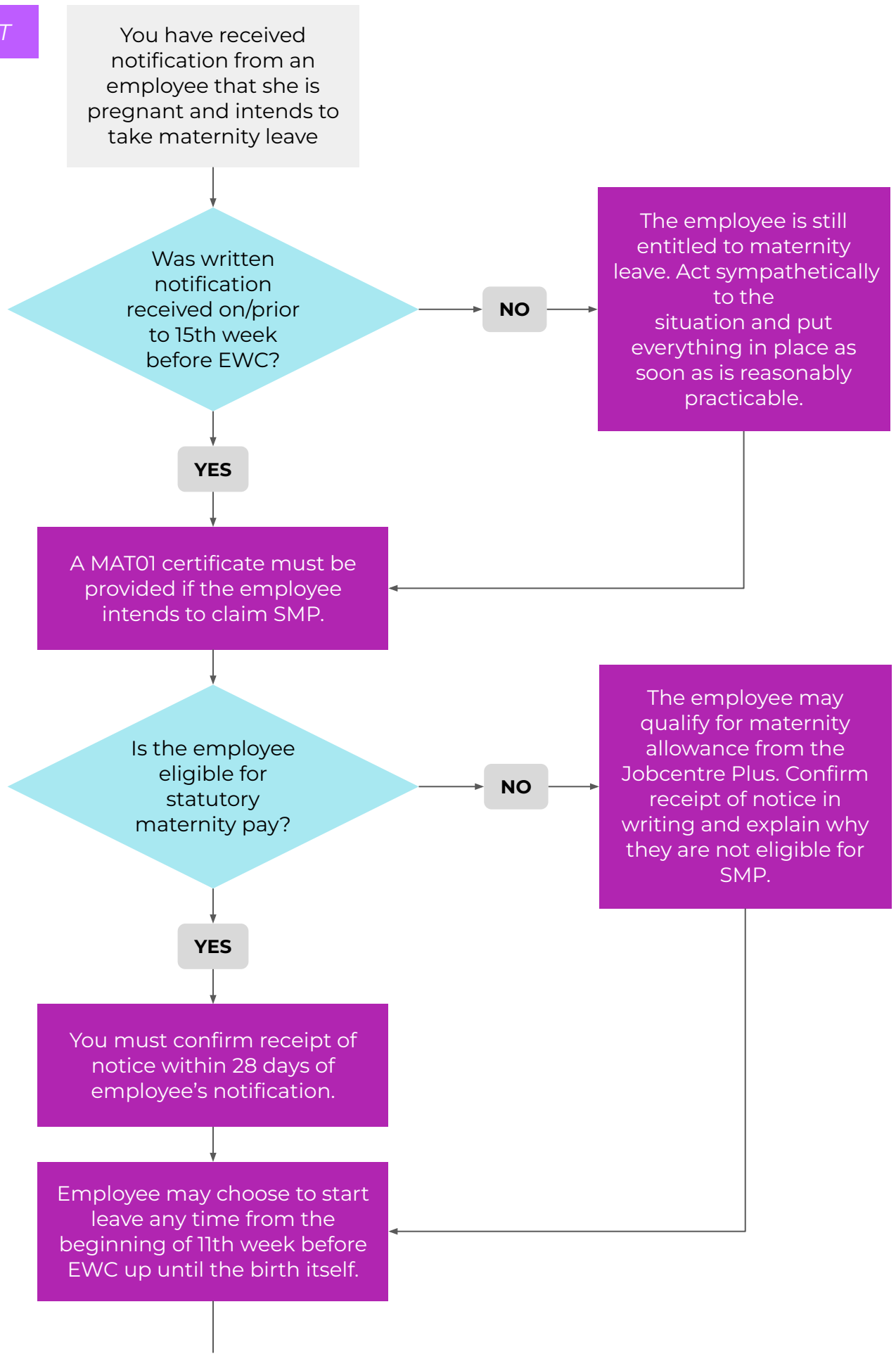
**NO**

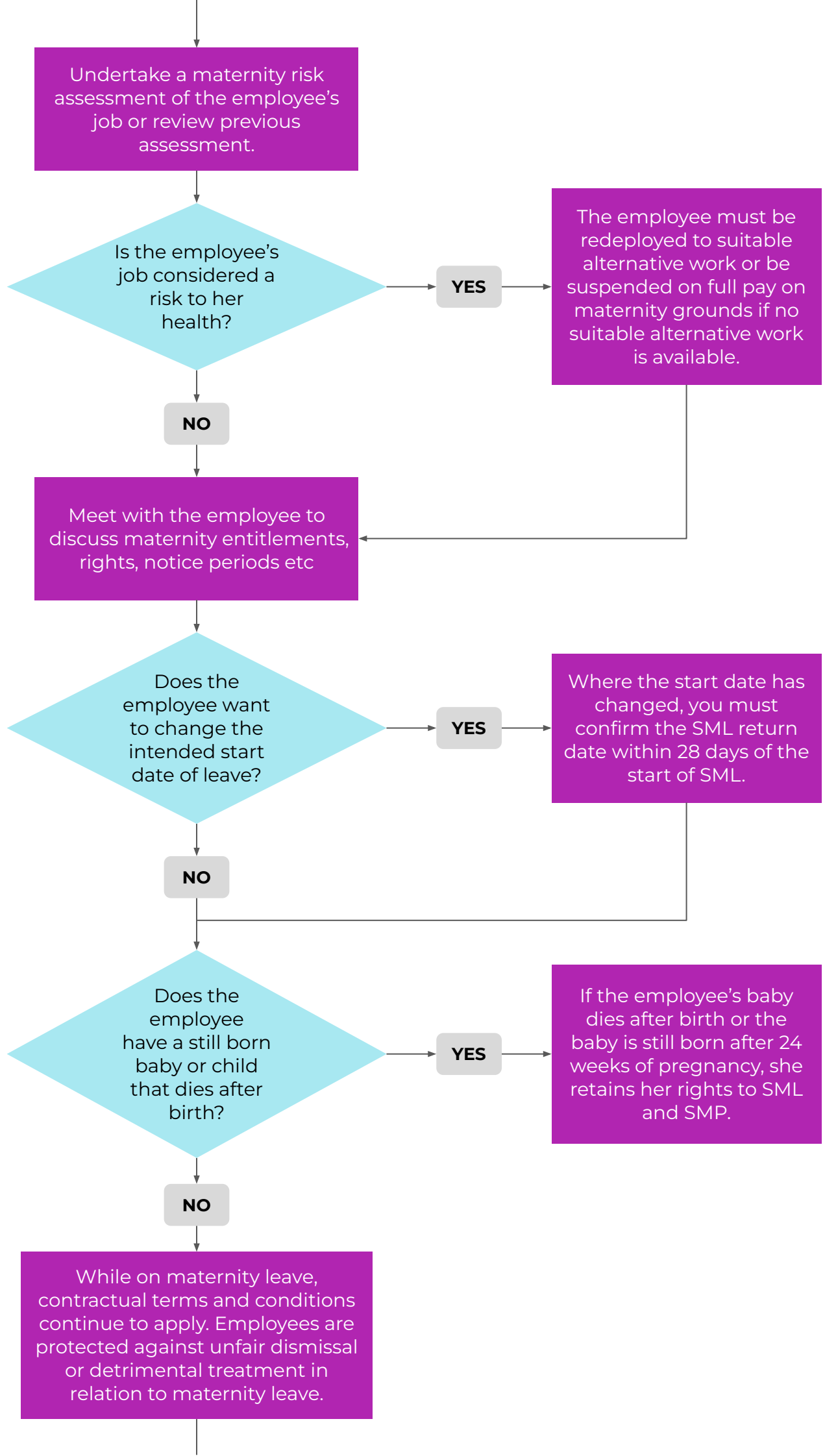
The employee may qualify for maternity allowance from the Jobcentre Plus. Confirm receipt of notice in writing and explain why they are not eligible for SMP.

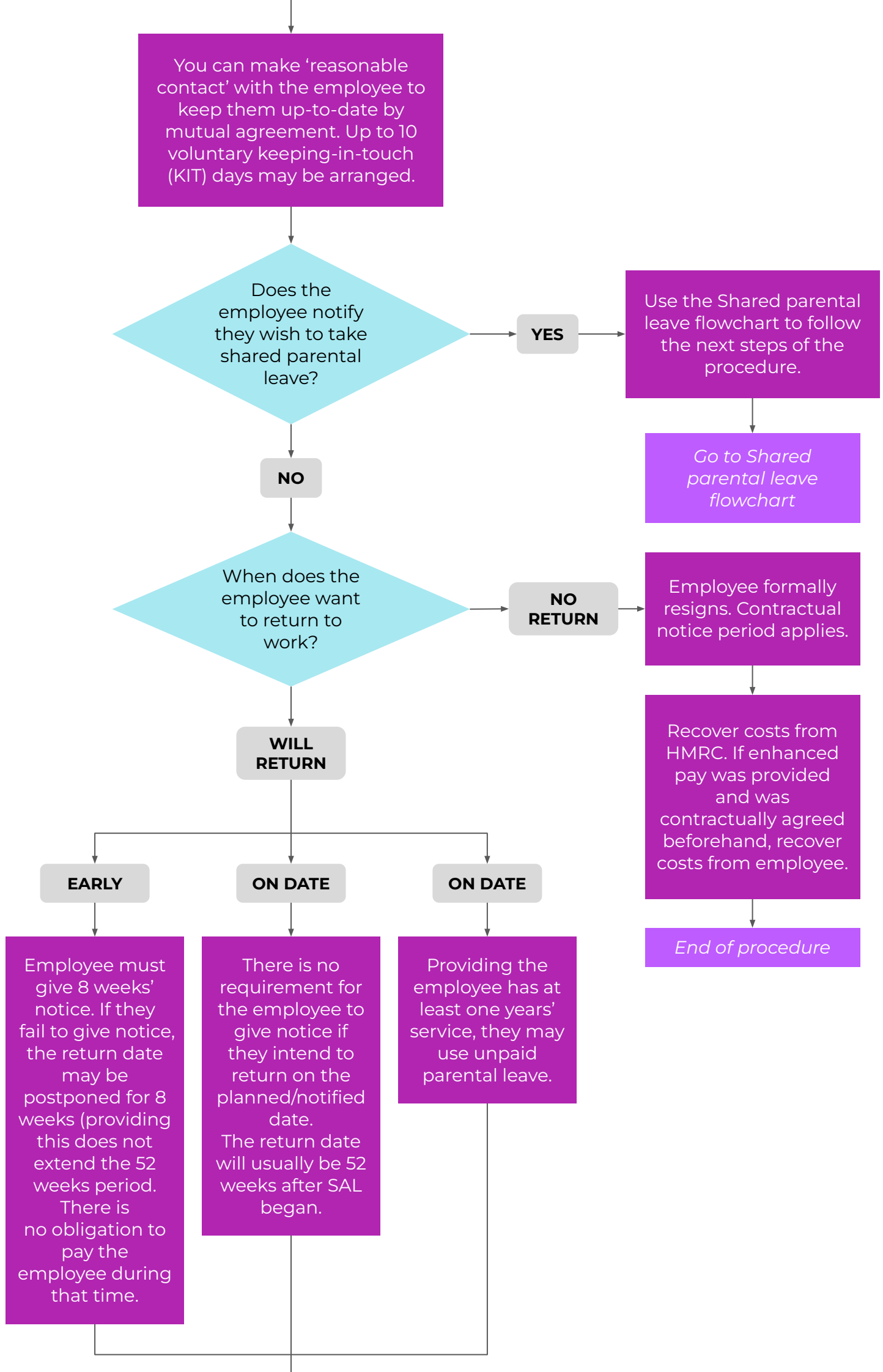
**YES**

You must confirm receipt of notice within 28 days of employee's notification.

Employee may choose to start leave any time from the beginning of 11th week before EWC up until the birth itself.







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graph TD; A[ ] --> B[You must protect employees' rights and entitlements on return to work.]; B --> C[Recover costs from HMRC.]; C --> D[End of procedure];
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You must protect employees' rights and entitlements on return to work.

Recover costs from HMRC.

*End of procedure*