

1 Organisation Policies and Procedures

Your organisation should have policies and procedures in place for the following and these should be followed. However, if your organisation does not have these in place the following links should help you.

2 Maternity

- <https://www.gov.uk/working-when-pregnant-your-rights>
- <https://www.gov.uk/maternity-benefits> (entitlement calculator)
- <https://www.gov.uk/statutory-maternity-pay>
- <https://www.gov.uk/maternity-leave>
- <https://www.gov.uk/maternity-allowance>
- <http://www.workingfamilies.org.uk/articles/parents-and-carers/rights-during-pregnancy-and-maternity-leave/other-contractual-benefits-during-maternity-leave>
- <http://www.equalityhumanrights.com/advice-and-guidance/guidance-for-workers/pay-and-benefits/decisions-about-pay-and-benefits-for-women-and-men-equal-pay/pay-benefits-and-bonuses-during-maternity-leave/>
- <http://www.acas.org.uk/media/pdf/r/f/Managing-redundancy-for-pregnant-employees-or-those-on-maternity-leave-accessible-version.pdf>

3 Paternity

- <https://www.gov.uk/paternityleave>
- <https://www.gov.uk/paternity-pay>
- <http://www.acas.org.uk/index.aspx?articleid=1806>
- <http://www.acas.org.uk/index.aspx?articleid=3000>

4 Risk Assessment for New and Expectant Mothers

- <https://www.gov.uk/working-when-pregnant-your-rights> (at bottom of page)
- <http://www.hse.gov.uk/mothers/>
- <http://www.hse.gov.uk/contact/faqs/pregnancy.htm>
- <http://www.hse.gov.uk/mothers/docs/pregnant-workers-flow-chart.pdf>
- <http://www.hse.gov.uk/mothers/faqs.htm#q19>

5 Keeping in Touch (KIT) Days

- <http://www.dwp.gov.uk/publications/specialist-guides/technical-guidance/ni17a-a-guide-to-maternity/statutory-maternity-pay-smp/working-in-your-maternity-pay/>
- <https://www.gov.uk/employee-rights-when-on-leave>

6 Flexible Working

- <https://www.gov.uk/flexible-working>
- <http://www.acas.org.uk/index.aspx?articleid=803>

7 Parental Leave

- <https://www.gov.uk/parental-leave>
- <http://www.acas.org.uk/index.aspx?articleid=1637>

8 Time off for family and dependants

- <https://www.gov.uk/time-off-for-dependants>
- <http://www.acas.org.uk/index.aspx?articleid=3235>

9 Links to assist with employment

- <http://www.acas.org.uk/index.aspx?articleid=1390>
- <https://www.gov.uk/browse/working>
- http://www.adviceguide.org.uk/england/work_e.htm
- <http://www.workingfamilies.org.uk/>
- <http://www.equalityhumanrights.com/advice-and-guidance/guidance-for-workers/>

10 Other useful links

- <https://www.gov.uk/sure-start-maternity-grant>
- <https://www.gov.uk/childcare-vouchers-better-off-calculator>
- <https://www.gov.uk/help-with-childcare-costs>
- <https://www.gov.uk/childcare-tax-credits>
- <https://www.gov.uk/find-family-information-service>
- <http://www.workingfamilies.org.uk/admin/uploads/maternity%20calendar%20%20page.pdf>
- <http://www.nhs.uk/conditions/pregnancy-and-baby/pages/maternity-paternity-leave-benefits.aspx#close>