# Department of Chemistry

# Pregnancy timeline checklist

This pregnancy checklist is to help guide you through the coming weeks and after the birth of your child. You are entitled to paid time off for any antenatal appointments, these need to be recorded on MyView however.

**UCL FAQs -**<https://www.ucl.ac.uk/human-resources/maternity-paternity-adoption-parental-leave-faqs>

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| **Week of pregnancy** | **Checklist** |
|  | Once you have told your Line Manager and the Departmental Senior HR Administrator that you are pregnant, they must review the existing risk assessment(s) for your work and consider any risks to your own health and safety, or that of your unborn child.  All those that work in a laboratory, must have a full risk assessment carried out by the Departmental Safety Officer.  Further information on risk assessments can be found below:  UCL website: <https://www.ucl.ac.uk/safety-services/a-z/new-and-expectant-mothers/table-risk-factors>  HSE website: [http://www.hse.gov.uk/pubns/books/infection-mothers.htm](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.hse.gov.uk%2Fpubns%2Fbooks%2Finfection-mothers.htm&data=02%7C01%7Cn.phillips%40ucl.ac.uk%7Ca3ea981117b541f6eb1a08d6a876f134%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C636881626133645787&sdata=OidVlV1PZzdp29B5r2S9%2FbrWe0XLw%2FqWQgep3hQ5KSs%3D&reserved=0)  Manager’s duties: <https://www.ucl.ac.uk/safety-services/a-z/new-and-expectant-mothers> |
| **First trimester** |  |
| 1 -11 weeks | Consider the [Staff health and wellbeing webpages](https://www.ucl.ac.uk/human-resources/health-wellbeing/wellbeingucl) for information on managing stress, work/life balance and wellbeing initiatives. |
| 12 weeks | Approximate date of first ultrasound scan & screening tests |
| **Second trimester** | **If you haven't already had your maternity risk assessment this should be arranged with your manager and regular reviews agreed. This can also be carried out by the departments Safety Officer.** |
| 13 weeks |  |
| 14 weeks |  |
| 15 weeks |  |
| 16 weeks | Book vaccinations – Whooping cough, German Measles & Flu jabs to protect your baby |
| 17 weeks |  |
| 18 weeks |  |
| 19 weeks |  |
| 20 weeks | Approximate date of second ultrasound scan |
| 21 weeks | Your GP/midwife will give you the MATB1 form |
| 22 weeks | Start looking at childcare options, nurseries get booked up months in advance. |
| 23 weeks |  |
| 24 weeks |  |
| 25 weeks | You must inform your employer and the Departmental Senior HR Administrator by the 15th week before your baby is due (approx 25 weeks' pregnant) to qualify for maternity leave and pay (this is the Qualifying Week). Your partner should also have informed their employer by now if they will be taking paternity/maternity support leave. The Departmental Senior HR Administrator will ask you to complete a Maternity Form and return it with your MATB1 form for processing. |
| 26 weeks | If you wish to opt out of the Pension Salary Exchange, you must inform Payroll by this week at the latest. |
| 27 weeks |  |
| 28 weeks |  |
| **Third trimester** | **Ensure you have a maternity risk assessment review this trimester** |
| 29 weeks | Your 29th week of pregnancy is the earliest your maternity leave can begin (11th week before the Expected Week of Childbirth (EWC)) |
| 30 weeks |  |
| 31 weeks |  |
| 32 weeks |  |
| 33 weeks |  |
| 34 weeks |  |
| 35 weeks |  |
| 36 weeks | Your maternity leave *may* start automatically if you are off sick with a pregnancy-related illness during the 4 weeks before your baby is due |
| 37 weeks | Your pregnancy is considered full-term |
| 38 weeks |  |
| 39 weeks | Maternity leave will commence the day after your baby is born, if the actual birth date is earlier than the commencement of maternity leave date you specified |
| 40 weeks | Expected Week of Childbirth (EWC) |
| **After childbirth** | |
| * New mothers are not allowed to return to work within 2 weeks after their baby is born, for health and safety reasons. * You may take up to 10 [Keeping in Touch (KIT days)](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy) (section 4.43) during your maternity leave. * If you are returning to work within six months of having the baby or you are still breastfeeding when you return than a further maternity risk assessment should be carried out. The University regards it as best practice to offer a risk assessment to all returning mothers even if they are returning after 6 months or are not breastfeeding. * The department has a family friendly room for parents wishing to feed their child, this is available on the ground floor of the CIB. | |

A quick guide to your UCL parental leave entitlements\*:

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| Type of Leave | Length | Additional Information |
| Maternity Leave | 52 weeks | The first two weeks of maternity leave following birth are compulsory. |
| Paternity Leave | 4 weeks |  |
| Ordinary Parental Leave | 18 weeks | Ordinary Parental Leave can be taken up to the child’s 18th birthday in blocks of up to four weeks (as approved by your line manager). OPL requires 12 months’ continuous service before being taken. |
| Shared Parental Leave | 52 weeks | Any Shared Parental Leave taken will reduce the mother’s maternity leave entitlement by an equivalent amount. |
| Sabbatical Leave | 1 term | Only applies to research-active academic staff at the discretion of the Dean. |

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| Type of Pay | Length | How much? | Required Length of Service |
| Occupational Maternity Pay | 18 weeks | Full pay | None |
| Occupational Paternity Pay | 4 weeks | Full pay | None |
| Occupational Shared Parental Pay | 18 weeks | Full pay | None |

\*Please note that your statutory entitlements will depend on your personal circumstances. Please refer to the HR policies and speak to UCL HR Employment Contracts Administration for information regarding your individual entitlement. The UCL maternity leave calculator can be found on the UCL HR website: https:// [www.ucl.ac.uk/hr/docs/maternity\_calculator.php](http://www.ucl.ac.uk/hr/docs/maternity_calculator.php).