

I'm Planning to Go on Maternity/Paternity Leave... Now What?

What You Need To Do Now

- **Notify your employer (if applicable).** Let your employer know your expected leave dates as early as possible, usually at least 15 weeks before your baby's due date for maternity leave.
- **Understand your pay entitlements.** Check if you qualify for Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP) and whether your employer offers any enhanced pay.
- **Check eligibility and apply.** Make sure you meet the eligibility criteria for SMP or SPP and apply as required.
- **Plan your business cover.** Arrange for someone to cover your responsibilities during your absence or adjust workflows accordingly.
- **Keep records and communicate.** Keep clear records of your leave dates and any agreements with your employer or clients.
- **Consider your return.** Plan how and when you will return to work and any flexible working requests you might make.

How I Can Help

I can:

- Help you understand statutory pay rules and eligibility
- Advise on record keeping and compliance
- Support payroll adjustments for leave
- Help plan business finances around your absence
- Be a point of contact for any HMRC or benefit queries

Easy Mistakes to Avoid

- ✗ Missing deadlines for notifying your employer or HMRC
- ✗ Assuming you are not eligible for statutory pay
- ✗ Forgetting to apply or submit required forms
- ✗ Not planning who will cover your role
- ✗ Overlooking your rights to return or flexible working

Need a hand?

Maternity or paternity leave should be a joyful time. Let us make sure it goes smoothly for you and your business.