
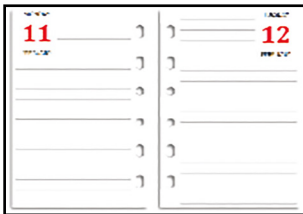













<b>Completed by</b>	<ul style="list-style-type: none"> <li>• Head office executive manager, or above</li> <li>• Pub manager • Deputy manager • Kitchen manager • Shift manager</li> </ul>
<b>Frequency</b>	<p>Risk assessments must be completed at each trimester of the pregnancy, when the new parent returns to work, and when a breastfeeding parent has returned to work.</p> <ul style="list-style-type: none"> <li>• 0-3 months (upon notification of pregnancy) – 1st trimester</li> <li>• 4-6 months – 2nd trimester</li> <li>• 7-9 months – 3rd trimester</li> <li>• New parent (upon return to work – who has given birth within the last 6 months)</li> <li>• Breastfeeding mother</li> </ul>
<b>Reference</b>	<ul style="list-style-type: none"> <li>• Maternity pack - myJDW</li> <li>• SOP OF0102 - Confidential data management and disposal</li> <li>• SOP OF0222 - Dealing with a flexible working request</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Maternity risk assessment – myJDW</li> <li>• Notification of maternity leave (UK) - myJDW</li> <li>• Returning to work following maternity leave (UK) form - myJDW</li> </ul>

<b>Step 1</b>		<p>If an employee notifies their line manager that they are:</p> <ul style="list-style-type: none"> <li>• Pregnant.</li> <li>• Returning to work from maternity.</li> <li>• Returning to work and breastfeeding.</li> </ul> <p>Then the manager must direct the employee to the maternity pack on myJDW.</p>
<b>Step 2</b>		<ul style="list-style-type: none"> <li>• The manager must arrange time with the employee to conduct a maternity risk assessment during each trimester.</li> </ul>
<b>Step 3</b>		<ul style="list-style-type: none"> <li>• The manager must complete the maternity risk assessment with the employee at the arranged time and in a private place. Discuss each question line by line and note any actions / amendments that need to be made.</li> <li>• Any queries must be directed to the personnel team at head office.</li> </ul>
<b>Step 4</b>		<ul style="list-style-type: none"> <li>• All actions from the maternity risk assessment must be implemented and detailed on the form.</li> </ul>

Step 5		<ul style="list-style-type: none"> <li>The completed maternity risk assessment for each trimester must be added to the employee's P&amp;T file. Refer to SOP OF0102 - Confidential data management and disposal.</li> </ul>
Step 6		<ul style="list-style-type: none"> <li>The employee must forward plan and book any holidays with their line manager – holidays can be taken in advance of accruing them prior to going on maternity leave.</li> </ul>
Step 7		<ul style="list-style-type: none"> <li>The employee must complete the online form 'Notification of maternity leave', ensuring both sides of the MATB1 are uploaded prior to the end of the 15th week before the expected week of childbirth (EWC), or at least 28 days prior to the start of maternity leave.</li> <li>The online form can only be accessed using the employee's myJDW account.</li> </ul>
Step 8		<ul style="list-style-type: none"> <li>Once the MAT B1 form and notification of maternity leave (UK) form have been processed, confirmation of maternity pay entitlement will be sent to the employee.</li> </ul>
Step 9		<ul style="list-style-type: none"> <li>Maternity leave is for up to 12 months (the final 13 weeks are unpaid). This consists of 26 weeks ordinary maternity leave followed by 26 weeks additional maternity leave.</li> </ul>
Step 10		<ul style="list-style-type: none"> <li>An employee on maternity leave can arrange keep in touch (KIT) days with their line manager (not compulsory).</li> <li>KIT days can only be taken whilst on maternity leave and the employee can use up to a maximum of 10 KIT days. KIT days must be no longer than 9 hours.</li> <li>To ensure the employee is paid correctly for each KIT day, an email detailing the employee's name and employee number, date of KIT day and hours the employee has worked must be sent to: <ul style="list-style-type: none"> <li>- <a href="mailto:payqueries@jdewetherspoon.co.uk">payqueries@jdewetherspoon.co.uk</a> for weekly paid employees.</li> <li>Or</li> <li>- <a href="mailto:managerspayroll@jdewetherspoon.co.uk">managerspayroll@jdewetherspoon.co.uk</a> for monthly paid employees.</li> </ul> </li> </ul>
Step 11		<ul style="list-style-type: none"> <li>The employee can apply for flexible working if different working hours or a different working pattern is required upon return from maternity leave.</li> <li>Any request for flexible working must be submitted 8 weeks prior to the employee returning to work. Refer to SOP OF0222 - Dealing with a flexible working request.</li> </ul>

<b>Step 12</b>		<ul style="list-style-type: none"><li>• The employee must provide 8 weeks' written notice using the Returning to work following maternity leave (UK) form if they wish to return to work before the end of their 12 months' maternity leave. Any outstanding holidays can be booked once the employee has returned from maternity leave.</li></ul>
<b>Step 13</b>		<ul style="list-style-type: none"><li>• When the employee returns to work, complete a maternity risk assessment and maternity/adoption return-to-work interview form with the new mother, and add it to the employee's P&amp;T file once any actions have been completed.</li></ul>