

# My Family Care™

Making work+family work

## The Maternity Journey

Road Map for the HR Team

Month	Event	What to be doing & thinking	
		Employee	Line Manager
3	The news	<p><b>Congratulations</b> – send an email congratulating them on behalf of the company</p> <p><b>Information</b> – point them to all the relevant information</p> <ul style="list-style-type: none"> <li>• Intranet</li> <li>• Women's Network</li> <li>• The importance of finding an internal mentor</li> </ul> <p><b>Training</b> – Let them know about workshops available for Employees to handle the maternity Process</p> <p><b>Concerns</b> – ask if there are any particular issues the mother has</p> <p><b>Road Map</b> - Send them the Employee roadmap!</p>	<p><b>Rights and Obligations</b> – point them towards all the relevant information to understand maternity rights</p> <p><b>Process</b> – send them the Line Manager Road Map</p> <p><b>Training</b> – Let them know about workshops available for Line Managers to handle the maternity Process</p> <p><b>The Mother's Journey</b> – make sure they are aware.</p>
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5 to 8	Planning	<p>Chase for a confirmed date of departure.</p> <p>Chase for correct contact details</p>	<p><b>Contingency</b> – remind them about contingency planning to cope in employee's absence</p> <p><b>Information</b> - again point to all the information available</p> <p><b>Aware</b> – make sure they are aware of the emotional journey the employee is embarking on</p>
↓			



<p>8</p> <p>↓</p>	<p><b>Departure</b></p>	<p><b>Reconfirm</b> all rights and benefits</p> <p><b>My Family Care's service</b> – make sure the employee is aware</p> <p><b>Practical details</b> – passwords; KIT days; communication</p> <p>We can organise crèches on designated KIT days</p>
<p>9 to 15 / 21</p> <p>↓</p>	<p><b>During</b></p>	<ul style="list-style-type: none"> <li>● Know about birth dates – congratulate</li> <li>● Remind about My Family Care's service</li> <li>● Remind about Childcare Vouchers</li> <li>● Send company news – do you need private email address?</li> <li>● Agree Return Date</li> <li>● Agree working arrangements: hours and days.</li> </ul>
<p>15</p> <p>↓</p>	<p><b>The return</b></p>	<p><b>Welcome back</b></p> <p><b>Confirm</b> all benefits available</p> <p><b>Ask</b> about the plan for backup childcare</p> <p><b>Reaffirm</b> the company commitment to its working parent and the various values</p> <p><b>Talk</b> about the maternity journey – it's important that the employees understands that the company understands!</p> <p><b>Refer</b> Employee to</p> <ul style="list-style-type: none"> <li>● Intranet</li> <li>● Women's Network</li> <li>● A coach if required</li> </ul> <p><b>Mention</b> the importance of finding an internal mentor.</p> <p><b>Meeting</b> – encourage them to have a meeting/review with the employee</p> <p><b>Make sure</b> they understand maternity rights and flexible working options</p> <p><b>Reiterate</b> that awareness of the maternity journey is essential</p> <p><b>Feedback</b> - imperative that the employee knows where they are in the team and is engaged</p> <p><b>Practically</b> – how to do this. Invite them to meetings; plan for inclusion.</p>
<p>17</p>	<p><b>Post return</b></p>	<ul style="list-style-type: none"> <li>● Check how everything is going</li> <li>● Ask about the work life balance</li> </ul> <p>[Ideally a simple questionnaire sent automatically at 2 months and 1 year post return would be a fantastic tool to get a proper picture for how engaged and retained all employees are. Please let us know if you would like a sample]</p>