NHSScotland Maternity Policy : flowchart

This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the **NHSScotland Workforce Maternity Policy**.

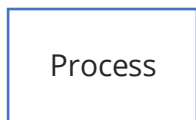## Flowchart symbols and their meaning

Start/end
This shape represents the start and end point of a system or process. It usually contains the word 'Start' or 'End'. A flowchart generally has one start point but can have multiple endpoints.

Flow line
A line with an arrow shows the direction of the flow through the flowchart.

Process
Can represent a single step or multiple steps within a larger process on the flowchart.

Decision
Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.

Outgoing off-page connector
This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

Incoming off-page connector
This shape shows the page you are currently viewing.

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```
Start
  │
  ▼
Employee notifies manager they want to access the Maternity policy
  │
  ▼
Employee provides manager with Maternity leave form
  │
  ▼
Manager and employee conduct a pregnant workers and new mothers risk assessment
  │
  ▼
Is the employee safe to continue with duties?
  ├── Yes ──▶ Employee's entitlement confirmed in writing
  └── No ──▶ Consider referral to Occupational Health Service (OHS)
                │
                ▼
          Will reasonable adjustments enable employee to be safe in duties?
                ├── Yes ──▶ Make reasonable adjustments ──▶ Review reasonable adjustments ──▶ (back to Is the employee safe to continue with duties?)
                └── No ──▶ Consider temporary redeployment / placing employee on leave ──▶ Review temporary arrangements ──▶ Employee's entitlement confirmed in writing
```

Employee's entitlement confirmed in writing
  │
  ▼
Manager and employee agree contact arrangements
  │
  ▼
Employee begins leave
  │
  ▼
Manager and employee discuss return to work arrangements
  │
  ▼
Employee returning to work on agreed date?
  ├── Yes ──▶ Is the employee breastfeeding / expressing?
  └── No ──▶ Employee returning to work in NHS?
               ├── Yes ──▶ Employee informs manager of request to amend return to work date ──▶ Manager confirms outcome of request in writing ──▶ Is the employee breastfeeding / expressing?
               └── No ──▶ Employee provides written notice in line with Contract Terms and Conditions ──▶ Manager confirms if any occupational maternity repayments required ──▶ End

Is the employee breastfeeding / expressing?
  ├── Yes ──▶ Refer to Breastfeeding Policy ──▶ End
  └── No ──▶ Employee returns to work ──▶ End