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# Compliance Checklist for Managing Additional Maternity Leave

This checklist is designed to help small businesses in the UK stay compliant when managing additional maternity leave (AML). It provides a step-by-step guide to ensure you meet legal requirements while supporting your employees effectively.

## 1. Before the Leave Begins

- Confirm the employee's eligibility for maternity leave.

- Ensure the employee has provided at least 28 days’ notice.

- Verify the employee’s expected date of return.

## 2. During the Ordinary Maternity Leave (OML) Period

- Maintain communication with the employee regarding any changes to their leave plans.

- Continue to provide contractual benefits such as pension contributions.

## 3. During the Additional Maternity Leave (AML) Period

- Ensure the employee’s job remains protected during their leave.

- Manage workloads by arranging temporary cover as needed.

- Track leave accurately using a leave management tool like ScheduleLeave.

## 4. Preparing for the Employee’s Return

- Confirm the employee’s return date and any flexible working arrangements.

- Ensure the workplace is prepared to reintegrate the employee smoothly.

## 5. General Compliance

- Familiarize yourself with statutory maternity leave requirements using reliable resources such as GOV.UK and ACAS.

- Keep clear records of all communications and leave details.

- Provide training to HR staff and managers on maternity leave policies.