

Are You Ready for Maternity Leave?



A maternity leave self-check for
working mums.



Before you start

You're mid-pregnancy, you're still showing up at work every day, and somewhere in the back of your mind there's a growing list of things you know you need to sort before you go.

Most working mums don't leave well-prepared. Not because they're disorganised — but because nobody tells them what "prepared" actually looks like. There's no handover guide for this.

No HR checklist that covers the whole picture. Just a vague sense that there's a lot to think about and not quite enough time to think about it.

That's what this is for.

This checklist is a calm pause point — not a test. Use it to see what already feels covered, what still feels wobbly, and what might be quietly taking up space in your head.

Take five minutes. Answer honestly. That's where clarity starts.



How to use this checklist

Tick what feels true right now. If something feels unclear, unfinished or fragile, tick Not sure – that matters just as much.

1. Workplace & HR

- I know my maternity leave start date and have confirmed it with HR
- I understand what I'm entitled to – leave, pay, and my rights
- I've had a conversation with my manager about my plans
- I know what keeping in touch (KIT) days are and whether I want to use them
- I understand what happens to my role, benefits and reviews while I'm away
- Not sure / haven't thought about this yet

2. Financial Planning

- I know how much I'll receive each month during maternity leave
- I've mapped out my income across the full leave period
- I've looked at what changes when statutory pay drops
- I've thought about childcare costs and when they'll kick in
- I feel reasonably clear on my finances for the year ahead
- Not sure / still feels fragile



3. Handing Over Your Role

- I've started thinking about what needs to be handed over before I go
- I know who will cover my responsibilities while I'm away
- I've allowed enough time to hand over properly, not just the week before
- I feel clear on what I'm leaving behind and what I'm not responsible for once I go
- I know how I want to stay connected, or not, during leave
- Not sure / feels messy

4. Preparing Yourself

- I've acknowledged that maternity leave is a significant life transition – not just time off work
- I've thought about what I actually want this period to look and feel like
- I'm not leaving everything until the last few weeks
- I have some support around me for when things feel uncertain
- I'm giving myself permission to not have everything figured out yet
- Not sure / haven't thought about this part

Pause for a moment

If you ticked Not sure more than a few times, that's not a sign you're behind.

It usually means you've been busy keeping everything going at work while growing an entire human. You've been holding a lot in your head. And you've been trying to figure this out without anyone telling you what you actually need to know.

Most mums don't leave on a good footing because they're unprepared. They leave underprepared because they're under-supported.

What comes up for you?

You don't need to have the answers — just notice what lands.

- What feels most unclear right now?
- What's taking up the most mental space?
- What would feel most supportive before you go?
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Seeing it is a start. But seeing it isn't the same as having a plan.



How I can support you

If you want to stop holding everything in your head, feel organised before your first day back, and protect both your wellbeing and your career, here's how I can help:

The Complete Maternity Planner is a step-by-step plan covering everything most working mums are never told, blending lived experience with HR and workplace expertise. So your return to work feels calm, not chaotic.

[Insert link]

If you'd rather talk things through first, I also offer 1:1 strategy calls — a calm, focused space to map out your next steps together.

[Insert link]

You don't need to do this perfectly and you don't need to do it alone.



Donna x

The Maternity Plan

We plan maternity leave... differently.

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