

This document has been put together by HR for Schools/Departments to use when discussing arrangements with staff taking Adoption/Maternity/Shared Parental Leave/Parental Leave and should be used in conjunction with the relevant policies and guides for staff. The aim of the checklist is to provide a framework to guide departments through the process of managing Family Friendly leave. It is intended to be downloaded and used as a working document so that the individual activities can be signed off once they are completed. For some people, some of the items listed may not be relevant; similarly there may be other activities or information that you agree you need to add to the checklist.

Actions for Academic staff only, are highlighted in

Member of Staff _____

Manager _____

School/Department _____

Health and Safety for Pregnant Staff

	Staff taking Leave	Line Manager/ Supervisor
Complete an Expectant mother's risk assessment form as soon as the Line Manager is informed of the pregnancy.		
If the staff member will continue to work beyond the 4th week before their expected week of childbirth, complete an additional Expectant mother's risk assessment form , before the 4 th week commences		
On return to work, complete a New mother's risk assessment form		

Getting Advice

	Staff taking Leave	Line Manager/ Supervisor
Make an appointment with HR Operational Services to discuss pay and leave entitlement. They can advise on the different options		
The Pensions Office can explain the options for pension contributions during leave		
Occupational Health can advise on any health related concerns		

Communicating with others

	Staff taking Leave	Line Manager/ Supervisor
Notify Line Manager		
Agree any use of annual leave around the leave period		
Fill out an Application for Adoption/Maternity/Shared Parental Leave/Paternity Leave and Pay and pass to HR (Copy to Line Manager)		

Line Manager or Head of School/Department to explain cover arrangements to staff within the department		
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Make arrangements for cover during absence

	Staff taking Leave	Line Manager/ Supervisor
Decide whether to recruit a member of staff on a fixed-term contract to cover the duties of the person taking leave		
Arrange cover for line management of staff (for academic staff this might include post-docs)		
Arrange cover for student supervision (Undergraduate and Postgraduate)		
Arrange cover for teaching responsibilities during the leave period		
Arrange cover of administrative roles for the absence period		
Discuss whether to apply for an extension to research grant funding, or to arrange cover, with: the Principal Investigator; Research Services; your HR Adviser		
Discuss cover of any leadership roles in Research Groups/Centres with other senior members of the group		
Make arrangements with colleagues for responding to research proposals or paper reviews which arrive during the leave		

Email and phone management

	Staff taking Leave	Line Manager/ Supervisor
Decide how to manage the staff member's inbox during leave, this can include: setting an out-of-office message directing the sender to an alternative email address; having messages automatically redirected/forwarded to a colleague		
Change telephone answering messages/divert the phone		

KIT/SPLIT (Keeping in Touch/Shared Parental Leave in Touch) Days

	Staff taking Leave	Line Manager/ Supervisor
Agree whether these will be used, when, and what for		
Keeping in Touch Days/SPLIT – Monitoring and Pay form must be returned to the HR Operational Services team by the deadline indicated on the form		

Support/ Presence during absence

	Staff taking Leave	Line Manager/ Supervisor
Arrange for a point of contact within the department to keep the staff member taking leave up to date with developments in an agreed (and not intrusive) manner, for example, monthly emails		
Arrange for a spokesperson to represent the staff member in School meetings/funding bids		
The staff member should be invited to attend (as a KIT/SPLIT day) any meetings which will agree WAM allocation/research funding etc. or briefed/consulted via email		

Planning the return to work

	Staff taking Leave	Line Manager/ Supervisor
Notify Line Manager/ HR of any change to the return date in line with the Adoption/Maternity/Shared Parental Leave/Paternity Leave & Pay Policy		
Discuss and agree post-leave working pattern. See the Flexible Working Policy for details. Staff member to complete Flexible Working Request Form if desired		
Discuss and agree the responsibilities the staff member will return to ensure that, if needed, any aspect of cover arranged for the leave period continues on the staff member's return for an agreed time		
Discuss any breastfeeding/milk storing arrangements. Line Manager to liaise with Occupational Health/HR to find a suitable room and the loan of a small fridge. A new mother's risk assessment must also be completed		
Schedule a meeting to discuss how the return to work is proceeding and to cover any topics regarding career development that a missed appraisal may leave overlooked		