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| **Maternity Leave**  **Manager Checklist and Guidance** | | |
| **Employee’s personal details** | | |
| Employee Name: |  | |
| School / Department: |  | |
| Due Date: |  | |
| Maternity Leave Start Date: |  | |
| **Before maternity leave** | | |
| Make sure your staff member has read the [Maternity Policy and Procedure.](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) This provides an overview of the process and payment options. All pregnant employees are entitled to up to 52 weeks’ maternity leave regardless of their length of service or hours worked. | |  |
| Discuss when and how she wishes to share the news | |  |
| Make sure she is aware of the [Shared Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) policy as an option to share maternity leave with her partner (if eligible) | |  |
| Carry out a [New and Expectant Mothers Risk Assessment](https://www.ed.ac.uk/health-safety/online-resources/risk-assessments) as soon as possible to make sure she is working safely during pregnancy. Seek advice from your School/ Department’s Health and Safety Adviser if required. | |  |
| Ensure that she knows that she is entitled to reasonable paid time off work to attend antenatal appointments. She must enter the dates into People and Money and attach her appointment letter or card. Employees should try to arrange appointments at a time which minimises disruption to work, however this may not always be possible. | |  |
| Ask her to notify you of her plans. She should enter her planned leave details into People and Money and inform the University of:  - her pregnancy  - her baby’s estimated due date  - the date she would like her maternity leave to start  - the date she would like her maternity leave to end and  - her choice of pay option | |  |
| Annual leave will continue to accrue during maternity leave. Encourage her to take any accrued leave before going on maternity leave and discuss how further leave, accrued during maternity leave, may be taken before returning to work. | |  |
| Agree how much contact she would like while on maternity leave and how you will communicate (e-mail/text/phone). Ask if she would be interested in Keeping in Touch (KIT) days. | |  |
| Consider if the post needs to be/can be covered. If the post will be covered you will need to follow the normal recruitment procedure and discuss any handover arrangements. If the post will not be covered, agree which duties need to continue in the employee’s absence and consider how these will be covered. A [Work Planning Template](https://www.ed.ac.uk/human-resources/policies-guidance/leave-absence/maternity-toolkit/during-leave) is available to support discussions. | |  |
| Find out how maternity costs will be met. This will vary depending on the salary source of the employee taking leave. The funder may pay for staff on research grants. If not, Colleges and Schools have mechanisms to underwrite these costs. | |  |

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| **During Maternity Leave** | |
| Consider events, training or meetings that might be useful to your member of staff prior to her return which she may wish to consider using KIT days for. Payment or time off in lieu must be agreed for any KIT days. You must enter the KIT days into People and Money. If your member of staff chooses to be paid her payment will be processed in the next available pay period. |  |
| Unless informed otherwise, the University assumes your member of staff will take 52 weeks of maternity leave. Ensure that she is aware eight weeks’ notice is required for any change to her return date. If her return date differs from the date that was entered into the system before going on leave, she must change the end date of her maternity leave in people and money, or you can process the date on her behalf. |  |
| Annual leave accrued while on maternity leave should ideally be taken as a block at the end of maternity leave. Agree how accrued annual leave will be taken |  |
| If she indicates that she wishes to curtail their maternity leave and take [Shared Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance), please contact your local HR Partner. |  |
| Discuss arrangements for her return to work. For example, facilities available for milk expression and milk storage, relevant risk assessments, workload or any additional support or training that may be required. |  |
| Let her know about the [Returning Parents Coaching Programme](https://www.edweb.ed.ac.uk/human-resources/policies-guidance/leave-absence/returning-parents-coaching) and any further [mentoring opportunities](https://human-resources.ed.ac.uk/learning-development/other-development-options/mentoring). If she wishes to take advantage of the Returning Parents Coaching Programme, it is advisable to apply more than 8 weeks before returning from maternity leave, in order to make best use of the programme. |  |
| If she requests [Flexible Working](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) while on maternity leave, you should ensure that there is enough time for discussion and consideration of her request. The appropriate paperwork must be submitted prior to her return. |  |
| **Returning from Maternity Leave** | |
| Arrange a return to work meeting to agree with your staff member how she will be reintroduced to work. Make sure she is aware of any administrative or organisational changes that have taken place in her absence. The [Work Planning Template](https://www.ed.ac.uk/human-resources/policies-guidance/leave-absence/maternity-toolkit/during-leave) can support these discussions. |  |
| If she tells you that she wishes to continue to breastfeed/express milk, let her know of any local arrangements already in place and make sure you complete a [New and Expectant Mothers Risk Assessment](https://www.ed.ac.uk/health-safety/online-resources/risk-assessments) as soon as possible. |  |
| Ensure you have regular ‘check-in’ meetings with her during her initial return |  |
| Make sure you are aware of other family friendly policies, for example:  [Emergency Time Off for Dependants](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Flexible Working](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Partner Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  [Shared Parental Leave](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) |  |