

Maternity Leave Checklist

There's lots to think about when considering maternity leave. To make the transition work at the University onto maternity leave as easy as possible, we've put together this checklist to help both the employee and manager to plan ahead.

Many of these activities need action from both parties, and you should arrange to meet as early as possible so you can run through each step and to plan accordingly. If anyone has any questions or needs any further advice, your HR team are there to help.

The forms and documents referred to below are all available on the HR website:
http://hr.leeds.ac.uk/mat_leave.

Before maternity leave	Employee	Manager
Read the Maternity Leave policy, which provides an overview of the process, entitlements and responsibilities on both sides at different stages of the process.	√	√
Consider maternity leave entitlement and the options for maternity pay and leave.	√	
Discuss whether Shared Parental Leave might be a consideration	√	√
Notify your manager of your pregnancy as soon as is reasonably practicable. This will provide more time to consider how to plan for the absence and any ongoing commitments.	√	
Complete a risk assessment for expectant mothers. This should be done first on notification of pregnancy and then at regular intervals (if required, or if concerns are raised) throughout the pregnancy.	√	√
Discuss and agree how news of the pregnancy should be communicated to colleagues and key stakeholders.	√	√
Discuss and agree any additional arrangements for during the pregnancy, i.e. antenatal appointments, workload allocation etc. This is likely to change as the pregnancy progresses, so please ensure your manager is aware of any additional arrangements you require or if you are experiencing any difficulties.	√	√
Consider maternity leave funding/research council funding extensions, and REF implications, if appropriate.	√	√
Discuss and agree extension to probation, if applicable.	√	√
If the contract is fixed term or open ended fixed funded that's due to expire during the period of leave, discuss the implications (managers should seek advice from HR before this discussion).	√	√
Discuss and agree plans for maternity arrangements i.e. cover during the period of leave and any handover arrangements.	√	√
Complete the appropriate maternity leave application form and submit this with your MAT B1 certificate to your HR team.	√	
Discuss and agree what type/level of contact there should be during the period of leave, eg regular phone calls from the manager, e-mail updates and newsletters,	√	√

invitation to team social events, distribution lists.		
Discuss and agree the use of KIT days (optional). This may change during the maternity leave, so please keep your manager informed about participation in KIT days.	√	√
Discuss how to use annual leave leading up to and/or following the leave period. The expectation is that most annual leave will be taken during the leave year it is accrued; however, some carryover could be agreed. All requests for annual leave remain subject to the manager's approval.	√	√
Arrange for car parking permit to be suspended, if applicable	√	
Check with Pensions if any deductions from salary need to be suspended if you're taking unpaid leave, eg MCard, railcard, Edge membership.	√	
Consider commitment to existing childcare vouchers, if applicable.	√	
Investigate options for childcare on return from maternity leave, eg with Bright Beginnings	√	

During maternity leave	Employee	Manager
Maintain the contact you agreed before the maternity leave began.	√	√
If utilised, ensure that KIT days (10 maximum) are used as agreed.	√	√
If the return to work date changes (either earlier or later), make sure you have provided the appropriate notice to manager and HR Manager.	√	
Consider whether Shared Parental Leave might be a consideration and discuss with your manager if so.	√	√
Discuss and agree the plans for your return to work, e.g. breastfeeding arrangements and risk assessments (if applicable), re-induction, office arrangements. This can be discussed before the period of leave, but you should make sure it's still what's needed.	√	√
If considering flexible working arrangements following your return to work, allow adequate time to discuss this and submit the formal application prior to return.	√	√
Consider childcare vouchers, if applicable. For more information please visit http://hr.leeds.ac.uk/benefits .	√	
Consider and discuss any additional support which might be needed on the return to work, eg re-induction arrangements.	√	√
Consider and identify any potential training requirements for your return.	√	√
Confirm your actual return date with your manager, including any annual leave which has been agreed.	√	
Notify car parking of the return to work date, if applicable.	√	

Returning from maternity leave	Employee	Manager
Ensure breastfeeding arrangements and risk assessments are in place (if applicable).	√	√
Contact Pensions to discuss payment of contributions during any unpaid leave period	√	
Discuss a re-induction programme including updates on new or amended systems of work, and any new members of staff or staff departures.	√	√
Arrange regular meetings to discuss how the return is going.	√	√

When you are feeling settled back into work arrange to meet with your manager to discuss and agree your SRDS objectives.	√	
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If at any point you require any additional support or advice please talk to your manager or a member of your HR team.