Maternity Leave – Manager Guidance and Checklist

The following checklist aims to assist managers with planning and supporting a period of maternity leave. It is recommended that the items on the checklist are discussed at a meeting, or a number of meetings if required, to ensure that any period of maternity leave is managed as effectively as possible within appropriate

timescales. It should/can also be used to support any discussions related to adoption leave or extended leave as a result of a surrogacy. Managers should also ensure that they are familiar with the [Maternity Leave and Pay Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Maternity_Leave_and_Pay_Policy.pdf) and the

[Shared Parental Leave Pay Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Shared_Parental_Leave_and_Pay_Policy.pdf) in advance of any meeting to discuss maternity leave.

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| --- | --- | --- | --- |
| Forename  |       | Surname |       |
| Job Title |       | Dept/School |       |
| Maternity Leave Start |       | Expected Date of Childbirth |  |
| **Before Maternity Leave**  |
| Ensure that your member of staff has read the [Maternity Leave and Pay Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Maternity_Leave_and_Pay_Policy.pdf) and is familiar with the maternity leave process and payment options available. All pregnant employees are entitled to up to 52 weeks’ maternity leave however their payment entitlements will be dependent on length of service. She should also be familiar with the [Shared Parental Leave and Pay Policy](https://www.strath.ac.uk/professionalservices/media/ps/humanresources/policies/Shared_Parental_Leave_and_Pay_Policy.pdf). |[ ]
| Advise your employee if she is unsure of her entitlements or rights during maternity leave she can contact her HR team directly who can also arrange to meet with her. This may be appropriate when there could be implications for funding as a result of maternity/adoption leave. |[ ]
| Discuss how and when she would like to communicate her news with colleagues. |[ ]
| Adviser her that the Request for Maternity Leave form should be completed and sent to Human Resources. This is available on the [HR website](https://www.strath.ac.uk/professionalservices/staff/policies/hr/) and should be submitted no later than the 15th week before the due date. The MATB1 certificate, provided by her GP or midwife, should also be included with the form. |[ ]
| Annual leave continues to accrue whilst an employee is on maternity leave and this should be highlighted. Encourage your member of staff to use her annual leave prior to starting maternity leave, where possible, and consider how further accrued leave may be used on her return. Annual leave, above the normal 5 days, may be carried over in to the next leave year where required and agreed.  |[ ]
| Ensure that the appropriate [Risk Assessment for New and Expectant Mothers](https://www.strath.ac.uk/media/ps/humanresources/occhealth/S12.pdf) is completed by the employee and the Department/School Safety Convener or Area Safety Convener. |[ ]
| Reassure the employee that she is entitled to reasonable time off, without loss of pay, to attend ante-natal appointments. There is no qualifying service required for this.  |[ ]
| Consider any other reasonable adjustments that may be required such as rest breaks or revised workload allocation. |[ ]
| Plan and discuss options to cover the period of maternity/adoption leave and consider handover arrangements. The [Workload Planning Template](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Maternity_Leave_-_Work_Planning_Template.docx) can be used to support an effective transition and this should be highlighted. Consideration should be given to how the associated maternity related costs will be met. |[ ]
| Discuss and agree an appropriate buddy for the employee whilst on leave and agree this with the relevant colleague. The employee and buddy should refer to the [Maternity Buddy System Guidance](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Buddy_System.pdf) and discuss arrangements for communication during the period of leave.  |[ ]
| Staff on an Academic contract should be made aware of the [Family Friendly Research Leave Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Family_Friendly_Research_%26_Scholarship_Leave_Policy.pdf) which allows eligible staff to apply for a period of paid research leave (up to 3 months) following a period of maternity, adoption or shared parental leave. |[ ]
| Remind staff that the University has an on-campus nursery operated by Childcare Scotland Ltd. |[ ]
| **During Maternity Leave**  |
| Link in with the employee’s buddy to ensure contact is being maintained as agreed. Also ensure that all relevant information is being passed to the buddy to allow them to share this with the staff member. |[ ]
| Ensure that any KIT/SPLIT days are agreed in advance and payment is authorised and forwarded to Payroll on the appropriate form. These can be found on the [Family Friendly Research Leave](https://www.strath.ac.uk/policies/hrpoliciesprocedures/family-friendlypoliciesprocedures/) webpage. |[ ]
| Employee should be reminded that at least 8 weeks’ notice is required of their return to work. This should take account of accrued annual leave and be agreed with the line manager. HR should be notified of this date who will then confirm this with the employee in writing. |[ ]
| Offer the opportunity to meet and discuss return to work plans. Alternatively encourage your member of staff to share her thoughts in relation to support requirements, flexible working etc are shared via email or telephone. |[ ]
| If flexible working is being requested, ensure that enough time is allowed for appropriate discussion and consideration, in line with the [Flexible Working Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Flexible_Working_Policy.pdf). |[ ]
| If your employee is an Academic member for staff and wishes to apply for Family Friendly Research Leave, a discussion should take place to consider this and the arrangements that may be required for teaching cover. |[ ]
| **Returning from Maternity Leave** |
| Arrange a return to work meeting with your member of staff to fully support them on their return to the work. Listen to any concerns and provide updates on any organisational changes. The [Workload Planning Template](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Maternity_Leave_-_Work_Planning_Template.docx) may be a helpful tool in this discussion. It may also be appropriate to provide information on areas that are available in the University for [breastfeeding](https://www.strath.ac.uk/professionalservices/occupationalhealth/faqs/) mothers. |[ ]
| Ensure that the appropriate [Risk Assessment for New and Expectant Mothers](https://www.strath.ac.uk/media/ps/humanresources/occhealth/S12.pdf) is completed by the employee and the Department/School Safety Convener or Area Safety Convener.  |[ ]
| Contact your HR Manager to discuss organising a post maternity induction. |  |
| If the employee is return to work after a period of family friendly research leave, you should highlight the option to access mentoring support through the Organisational Staff Development Unit. |[ ]
| Ensure that you are aware of the University’s family friendly policies and highlight these to the employee. These include:[Flexible Working Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Flexible_Working_Policy.pdf)[Guidelines for Home Working](https://www.strath.ac.uk/whystrathclyde/peoplestrategy/agileworking/)[Ordinary Parental Leave Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Ordinary_Parental_Leave_Policy.pdf)[Special Leave Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Special_Leave_Policy.pdf)[Carer Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Carer_Policy.pdf) |[ ]
| Arrange regular catch-up meetings to ensure that the return to work is fully supported. |[ ]