**Maternity Leave Checklist**

This checklist is optional – it is intended to help to ensure that all necessary steps are taken prior to and during maternity leave. Employees and line managers may find it helpful to use this.

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| **Action by:** | **Action:** | **Completed / Notes** |
| **Before Maternity Leave** | | |
| Employee | Review Maternity Leave Policy and Shared Parental Leave Policy and Health & Safety [New & Expectant Mothers information](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hsfire/newexpectantmothers/). |  |
| Employee | Inform line manager at the earliest opportunity. |  |
| Manager | Carry out a risk assessment if appropriate. |  |
| Manager &  employee | Discuss time off for antenatal care provision. |  |
| Manager &  employee | Agree how to share the news, (with immediate colleagues, students (as applicable) and colleagues outside of the service/faculty. |  |
| Manager &  employee | If you are on a FTC / grant funded post - discuss how this will be affected – explore options available in the terms of the grant/funding with the PI / research funder. |  |
| Employee | Complete BU maternity form and give to line manager and HR Services team at [hrenquiries@bournemouth.ac.uk](mailto:hrenquiries@bournemouth.ac.uk), before the end of the Qualifying Week (15th week before EWC). |  |
| Manager &  employee | Calculate annual leave and agree dates when this will be taken (the HR Services Team help with this if needed). |  |
| Employee | Send MAT B1 to HR Services Team as soon as possible. |  |
| HR Services | Will confirm leave and pay arrangements in writing. |  |
| Employee | Familiarise yourself with family friendly policies and childcare support available through the University. |  |
| Employee | Check the arrangements for payment of staff benefits during your leave (eg. car parking, cycle scheme, childcare vouchers.) |  |
| Manager | Consider maternity leave cover. |  |
| Manager &  employee | Discuss work /teaching cover and handover arrangements. |  |
| Manager &  employee | Discuss arrangements for keeping in touch during maternity leave – how to contact, frequency, purpose, KIT days. |  |
| Manager &  employee | If the employee is on probation - discuss whether this will affect the probation period. |  |
| Manager &  employee | Discuss pay progression dates that may fall during the leave period and options for applications. |  |
| Manager & employee | For Academic staff are they intending to apply for promotion during the upcoming process? If so consider when dates fall and discuss options. |  |
| **During Maternity Leave** | | |
| Manager & employee | Keeping in contact during maternity leave. |  |
| Manager & employee | KIT Days. |  |
| **Planning your Return to Work** | | |
| Manager & employee | Plans for returning to work. |  |
| Employee | On-site nursery / Government tax-free childcare scheme. |  |
| Employee & manager | Option for paid study leave (for academic staff). |  |
| Employee &  manager | Discuss options for flexible working.  To request to alter your working hours/arrangements for your return, you must complete a flexible working request and discuss with your line manager. |  |
| Manager & employee | Create a back-to-work plan together e.g. phased return, induction to re-integrate into the team and work. |  |
| Manager | Arrange teaching cover to enable the individual to have a reduced teaching load on their return (for academic staff). |  |
| Manager & Employee | Liaison with HR Services Team/Payroll to confirm return dates etc. |  |
| Employee | Notice to return – if you intend to return at the end of 52 weeks you do not need to give any further notice. If you wish to return to work before 52 weeks you must provide at least 8 weeks’ notice in writing to your line manager and HR Services. If you wish to end your maternity leave before 52 weeks to take Shared Parental Leave you must provide at least 8 weeks’ notice in writing to your line manager HR Services. |  |
| Employee | Consider whether you want to pay pension contributions on your return to work for any unpaid period of leave. Contact Payroll for advice or to make payments. |  |
| Employee | Review your PDR and personal development plans – take stock of where you are and what your goals are, this will make it easier to refresh yourself on your return to work. |  |
| **If you decide not to Return to Work** | | |
| Employee | If you decide not to return to work you must resign giving your contractual notice in writing to your line manager and to HR via [hrenquiries@bournemouth.ac.uk](mailto:hrenquiries@bournemouth.ac.uk) . You will be required to repay any payments over SMP, unless you return to work for 12 weeks. |  |
| Employee | If your FTC ends during your leave, you do not need to do anything further. Any outstanding SMP owing will be paid to you. |  |

**Return to Work Interview Checklist for Maternity, Adoption and Shared Parental Leave**

Following a period of maternity, adoption or shared parental leave it is important to ensure that the employee is supported back into work. The purpose of such an interview is to help them to settle back into their role as smoothly and quickly as possible. Please discuss the following either on return to work or during a KIT/SPLIT day. Agree and note down any further steps which should be taken.

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| How long have you been away from work? |  |
| Did you undertake any keeping in touch days? How beneficial were they?  (to claim payment please email [hrenquiries@bournemouth.ac.uk](mailto:hrenquiries@bournemouth.ac.uk) with the dates and details). |  |
| Do you have any childcare issues causing you concern? Are you aware of the support available through the University? (childcare vouchers/on site nursery). |  |
| Signpost to any applicable policies, e.g. Parental Leave, Emergency Leave. |  |
| Have you had any health problems whilst away? Is there any condition which is still causing concern? |  |
| Do you need to be referred to Occupational Health, Counselling or Disability Support Office? |  |
| Are any adjustments in the workplace required? (e.g. for breast feeding). |  |
| Discuss and clarify work pattern and effect on the role requirements, if returning to different hours. Are any adjustments required to the role? |  |
| Update on any changes which have occurred in the workplace during your absence (for example – introduce to any new staff; explain any changes in structure, procedures, etc). |  |
| Update on the role, any work that has been undertaken in your absence and what current work is required. |  |
| Is any training required to bring you back up to speed? |  |
| Coaching / mentoring options. |  |
| Time to refresh skills and rebuild social contacts. |  |
| Reduced teaching (for academic staff). |  |
| Provide informal feedback to rebuild confidence. |  |
| Employee name: | Manager name: |