

**Line Manager Maternity/Adoption Planning Checklist**

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| **Before Maternity /Apoption Leave** | |
| Conduct a risk assessment with the staff member using the Risk Assessment Record for Pregnant Workers. |  |
| Encourage the staff member to complete the work station assessment form on StaffNet. |  |
| Discuss how to announce staff member’s pregnancy to the team. |  |
| Discuss and agree any additional arrangements required during the pregnancy i.e. antenatal appointments. |  |
| Discuss and agree annual leave plans with the staff member.  Encourage employee to take accrued leave before the maternity/adoption start date, where operationally possible. |  |
| Consider and discuss key work and projects and how these will be covered while the staff member is on maternity/adoption leave |  |
| Consider the annual Academic Promotions round, if applicable |  |
| Discuss and agree contact plans with the staff member while they are on maternity/adoption leave:   * How will you stay in contact? * How frequently will you stay in contact? * The staff member to inform you when the baby is born, as you need to pass this onto HR. |  |
| Discuss the potential use of keeping in touch days (KIT).  ***Note that these should be agreed with you in advance and an email should be sent to HR as and when with dates taken.*** |  |
| Discuss the range of Family Friendly Policies that the University has on offer, and if this is something which may want in place for their return?  Example- Flexible Working? |  |
| Ensure the staff member provides their MATB1 form to HR and you sign off the maternity notification form. |  |
| Ensure the staff member’s appraisal is completed and up to date |  |
| Parking Permit – if required, check staff member has emailed [parking@stmarys.ac.uk](mailto:parking@stmarys.ac.uk) in advance of maternity/adoption leave start date |  |

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| **During Maternity/Adoption Leave** | |
| Inform HR of the birth date of the baby |  |
| Maintain agreed contact with the staff member |  |
| Utilise keeping in touch days effectively.  The main use of these is to help re-integrate them into the team, rather than to focus on a project. |  |
| **Minimum 8 weeks before Maternity/Adoption leave ends** | |
| Notify HR of the staff members return date and any requests to change working pattern – flexible working application? |  |
| Notify HR about what impact this will have on the team (arranging cover) |  |
| **Shortly before Maternity/Adoption Leave ends** | |
| Discuss, agree and implement plans for their return to work |  |
| Conduct a risk assessment with the pregnant staff member using the Risk Assessment Record for Workers Returning from Maternity Leave. |  |
| Encourage the staff member to complete the work station assessment form |  |
| Create an appropriate re-induction programme for the member of staff |  |
| Consider & book in their calendar any additional support/training they may need upon their return. |  |
| **Arrange regular meetings with the staff member to discuss how their return is going and ensure any reasonable identified support is put in place.**  It is advised this is weekly for an appropriate period of time, before gradually returning to how it was before. |  |