

**Guidance - Planning for Maternity Leave (Checklist)**

It is important that any period of maternity leave is effectively planned and supported and this checklist aims to assist both employees and managers in the planning process. It is recommended that this checklist is discussed as soon as possible in order to allow enough time to plan accordingly.

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| **Before maternity leave** | |
| Employees and Managers should read the University’s [Maternity Policy](http://www.gla.ac.uk/services/humanresources/all/worklife/leave/matpol/) as this provides an overview of the process, the provisions and what will be required at different stages of the process. |  |
| Employees should notify their manager of their pregnancy as soon as is reasonably practicable. This will provide more time to consider how to plan for the absence and any ongoing commitments. Employees should also agree with their manager how they would like to communicate the news of their pregnancy to colleagues. |  |
| Maternity leave entitlement and the options for maternity pay and leave should be discussed. |  |
| Employees should be made aware of [Shared Parental Leave](http://www.gla.ac.uk/services/humanresources/all/worklife/leave/sharedparentalleave/) as possible option to share maternity leave with their partner (if eligible). |  |
| Employees should submit their request for maternity leave using [Employee Self Service](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page). |  |
| Relevant [risk assessments](https://www.gla.ac.uk/myglasgow/seps/az/newandexpectantmothers/) should be conducted as required, providing any additional information gained from health visitors/GP (if appropriate). |  |
| Additional arrangements which may be appropriate during the pregnancy should be discussed (i.e. antenatal appointments, workload allocation, rest breaks etc.) |  |
| Employees should submit their MAT B1 certificate once received from their midwife or GP. |  |
| Maternity leave funding/research council funding extensions should be considered, if appropriate. |  |
| Plans for maternity cover arrangements should be discussed (i.e. cover for the employee or their workload during the period of leave) and any handover arrangements agreed. |  |
| Both employees and managers should discuss and agree appropriate contact methods and frequency during the leave period, including how any Keeping In Touch (KIT) days may be used. |  |
| The use of annual leave both in the lead up to/or after maternity leave should be discussed. Annual leave should typically be taken in the leave year in which it is accrued however may be carried over if this is not possible. |  |
| For academic staff, consider the Academic Returners Research Support Scheme. |  |
| **During Maternity Leave** | |
| Contact should be maintained as agreed. |  |
| If utilised, Keeping In Touch (KIT) days (10 maximum) should be used as agreed. |  |
| Appropriate notice should be given of any change in the return date, including the potential use of any annual leave either prior to, or as part of the return to work |  |
| Plans for the return to work, e.g. breastfeeding arrangements, childcare arrangements, risk assessments (if applicable), re-induction, office arrangements, workload, additional support, potential training requirements etc should be discussed. |  |
| If flexible working arrangements are being considered, adequate time should be allowed for discussion between the employee and the manager and for submission of the appropriate paperwork prior to any return. |  |
| **Returning from Maternity Leave** | |
| Breastfeeding arrangements and risk assessments should be in place (if applicable). |  |
| Any return to work plans, including re-induction, should be followed. |  |
| Appropriate support should be provided in relation to updates on new or amended systems of work and information should be shared in relation to any new members of staff or staff departures, with appropriate introductions being made. |  |
| Regular ‘check-in’ meetings, between the employee and manager, should be considered to ensure the return to work is fully supported. |  |
| Any flexible working arrangements or other changes/adjustments should be reviewed, if appropriate, to ensure their effectiveness. |  |
| Childcare arrangements may need to be considered and the Government now offer a ‘Tax Free Childcare’ scheme. This scheme is entirely independent from the University and information can be found online at <https://www.gov.uk/tax-free-childcare>. |  |
| Employees should notify their manager of any concerns or problems at the earliest opportunity |  |