

## Employee's Maternity Leave Checklist

Name of Employee:

Department:

Proposed start date of leave:

Proposed end date of leave:

### Before commencing maternity leave:

- Read the University Maternity leave policy (<http://www2.warwick.ac.uk/services/humanresources/internal/policies/maternity>) and complete the Maternity Leave Plan and submit it to your line manager with a copy of the MAT B1 form. The latest the plan can be submitted is by the end of the qualifying week which is **15 weeks before the end of the expected week of childbirth.**
- Inform your departmental Senior Administrator of your pregnancy to determine if a risk assessment is to be carried out, or discuss with your line manager. Further guidance can be obtained from the Health and Safety web link: <http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/womenofchildbearingage>
- Discuss with your line manager how best to prepare for your absence during maternity leave, for example, arranging appropriate handover meetings with whomever is covering your duties, or preparing appropriate records/briefing documents
- Discuss with your department the option of Keeping in Touch (KIT) days whilst on maternity leave and how these can be used (you can work a maximum of 10 keeping in touch days however there is no requirement for you to complete them or for your department to agree to them). For more information about KIT see the Maternity Leave Guidelines paragraph 12.2 <http://www2.warwick.ac.uk/services/humanresources/internal/policies/maternity>
- Discuss with your manager how you would like to be communicated with whilst on maternity leave and whether you would like to receive departmental updates whilst on maternity leave
- If you plan to change the start date of your maternity leave, HR and your department should be notified giving 28 days' notice in writing.
- If your baby is born early before maternity leave has started then maternity leave begins automatically from the day after your baby is born. You should inform HR and your department so maternity leave pay and dates can be adjusted accordingly.
- Register for the Working Parents Forum, allowing you to keep in touch whilst on leave and upon your return: <http://www2.warwick.ac.uk/services/equalops/news/parents/workingparents/>

## Whilst on maternity leave

- Arrange any Keeping in Touch (KIT) days to discuss what will be expected during the days. Complete the KIT payment form and ensure it is sent to payroll by 9<sup>th</sup> of the month. The KIT form can be found on the following website: <http://www2.warwick.ac.uk/services/humanresources/internal/policies/maternity>
- Arrange a meeting with your line manager to discuss your return to work, covering the following:
  - Changes and updates in responsibilities/role and work environment
  - Your plans on taking annual, customary and statutory leave accrued during your maternity leave
  - Discuss the possibility of doing a phased return to work (using annual leave)
  - Discuss possible flexible working options and whether to submit a flexible working request (further guidance on how to make a flexible working request can be found on the following website: <http://www2.warwick.ac.uk/services/humanresources/internal/wellbeing/flexibleworking>)
  - Training and re-induction needs
- Consider if you wish to revise your return to work date. You must give 56 days' notice of any changes, you will receive a letter confirming the date you advised you would return to work.
- Discuss with your manager where and who you should report to on your first day back
- Academic staff may wish to talk to their academic manager about any potential matters arising in relation to research assessment submissions.
- Consider whether you would like to take part in the University's Childcare Voucher salary sacrifice scheme (see: <http://www2.warwick.ac.uk/services/humanresources/internal/payroll/info/salaries/vouchers>). **Please note that you cannot sign up to the scheme until your baby is born.**
- Find out about the maternity returners group and the mentoring scheme available, which can support you when you return to work. For further information please visit the following web pages: <http://www2.warwick.ac.uk/services/ldc/coachmentor/returningparent> and <http://www2.warwick.ac.uk/services/equalops/news/parents>

## Return from maternity leave

- Confirm to your manager the date you are returning from Maternity leave (to ensure your pay is re-activated).
- Academic staff may be eligible for the Warwick Academic Returners Fellowship. Further information can be found [here](#).
- Remember to reactivate your car parking permit, for further details visit the following webpage: <http://www2.warwick.ac.uk/services/campus-support/carparks/permitreg/> (Please note that you will be charged for a whole month even if you return mid-month).
- Arrange a handover meeting with your line manager regarding your responsibilities following your return from maternity leave and possible training and/or re-induction needs. Staff who take Ordinary Maternity Leave (OML) are entitled to return to the same job. Staff who take Additional Maternity Leave (AML) are entitled to return to the same job or if that is not reasonably practicable, a suitable alternative on terms and conditions no less favorable.
- Liaise with your line manager and/or HR Adviser about facilities which can be made available, should you continue to breastfeed following your return to work. Your line manager should be able to arrange the necessary risk assessment and to discuss facilities which may be provided.

- Have weekly review meetings with your line manager on return from maternity leave to discuss any issues you may have since returning from maternity leave.
- Discuss with your line manager the need for time to rebuild your professional and support networks as part of your re-induction.

For further information please refer to the NCT's Employee Guide on pregnancy, maternity and returning to work: <http://www.nct.org.uk/parenting/returning-work-after-maternity-leave>

- Find out the dates for the next meeting of the Working Parents Network and consider attending: <http://www2.warwick.ac.uk/services/equalops/news/parents/>
- Consider the opportunity for one-to-one peer support through the Returning Parents Mentoring Scheme: <http://www2.warwick.ac.uk/services/ldc/personal/coachmentor/returningparent/#A>