



THE UNIVERSITY *of* EDINBURGH

EMPLOYEE - MATERNITY LEAVE CHECKLIST

Employee Name:-	School/Dept:-
Proposed Maternity Leave Start Date:-	Proposed Maternity Leave End Date:-

1. Before commencing Maternity Leave

- Read the University Maternity leave policy at: <http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Maternity-Policy.pdf>. Once you have confirmed your maternity leave option, ask your manager to complete the Application for Maternity/Adoption Leave form which is then forwarded by your manager to Payroll and copied to your local HR team. http://www.docs.csg.ed.ac.uk/HumanResources/forms/Maternity-Adoption_Leave-Application.doc
- Notify your line manager and your local HR Team in writing of your pregnancy and ask your manager to arrange a risk assessment to be carried out. Details at: <http://www.ed.ac.uk/schools-departments/health-safety/occupational-health/staff/general-health/pregnancy-staff>
- Discuss with your line manager how best to prepare for your absence during maternity leave, for example, arranging appropriate handover meetings with whoever 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. For more information about KIT days see the Maternity Leave Policy Section 6.4 at: http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Maternity_Policy.pdf.
- 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, your local HR Team and Line Manager should be notified as soon as is reasonably practicable and normally with at least four weeks' 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 your local HR Team and your Line Manager so maternity leave pay and dates can be adjusted accordingly.
- If relevant, remember to cancel your car parking permit for the time you will be absent from work. See: <http://www.ed.ac.uk/schools-departments/transport/parking>

2. Whilst on Maternity Leave

- Arrange any KIT days and discuss what will be expected during the days. You will be allowed time off in lieu for the hours you attend work for KIT purposes. See the Maternity Leave Policy Section 6.4 at:
http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Maternity_Policy.pdf
- When you have an idea about when you might like to return to work arrange a meeting with your manager. The meeting may cover:
 - any changes that have occurred in your working environment
 - your plans on taking annual leave accrued during your maternity
 - discuss with your manager arrangements for your first day back at work
- Consider whether you would like to take part in the University's Childcare Voucher salary sacrifice scheme (see: <http://www.ed.ac.uk/schools-departments/human-resources/staff-benefits/childcare-vouchers>). Please note that you cannot sign up to the scheme until your baby is born.

3. Returning from Maternity Leave

- Confirm to your manager the date you are returning from Maternity leave (to ensure your pay is re-activated).
- If relevant, remember to reactivate your car parking permit, for further details visit the following webpage: <http://www.ed.ac.uk/schools-departments/transport/parking>
- Liaise with your line manager and/or your local HR adviser about facilities which can be made available, should you continue to breastfeed following your return to work. Your line manager should usually be able to arrange the necessary risk assessment and to discuss facilities which may be provided.
- If it would be helpful to have regular review meetings with your line manager on return from maternity leave to discuss any issues that have arisen.
- Discuss with your manager any opportunities 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/sites/default/files/related_documents/Return_to_work_parents.pdf

Please contact your local HR team if you have any other queries not covered above.