

# Family Leave Guidance for Members of Staff

These guidance notes are designed to be used in conjunction with other relevant policies and documents, including:

- Adoption, Maternity, Paternity and Shared Parental Leave policies (see [HR Policies](#))
- Maternity Information Packs 1 & 2 (received upon notifying HR)
- [Flexible Working Policy and Procedure](#)
- [Breastfeeding Statement](#) and
- [Staff Handbook](#)

Please note the information included here is for guidance only, specific forms, notifications and timeframes are included in the relevant policy documents and forms.

## Before Checklist

1. Contact HR to notify them of your situation and confirm your entitlements and complete the forms as detailed in the maternity packs.
2. Obtain a copy of the relevant policy documents from the HR webpages and read through to check what information/forms need to be submitted and by when.
3. If applicable, obtain a copy of the Shared Parental Leave (SPL) Policy and discuss with your partner the benefits of SPL. This [handy planning tool](#) is useful to work out SPL and pay alongside other family leave. If you decide to take SPL then inform HR and complete the relevant forms.
4. Talk to your manager about your planned maternity/paternity/adoption (family<sup>1</sup>) leave and also discuss any additional plans for shared parental leave.
5. If applicable:
  - In the last 8 weeks prior to the start of your leave period, develop a handover timetable with your manager and prepare a list of key things that would be helpful for whoever will cover your work during your leave period.
  - Agree with your manager how you wish to keep in touch with them during the leave period. This includes who can initiate contact, how the communication will be made and the frequency. As part of this consider how you would like to be updated about departmental/school/service/university news or changes while you are on leave.
  - Discuss with your manager how you plan to take any annual leave accrued during your leave period.
  - Discuss with your manager plans for Keeping in Touch (KIT) days and SPL Keeping in touch (SPLIT) days.

If you need support before, during and after taking any family leave, please contact [Occupational Health](#) or the [Staff Wellbeing Team](#). You can also find information about support available on the [Occupational Health](#) or [Staff Wellbeing webpages](#).

<sup>1</sup> The term 'family' leave is used to represent maternity, paternity, adoption and shared parental leave

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## During Checklist

1. Inform HR of the date your baby arrived.
2. Keep in touch with your manager in the manner agreed.
3. If applicable, obtain a copy of the SPL Policy and discuss with your partner the benefits of SPL. This [handy planning tool](#) is useful to work out SPL and pay alongside other family leave. If you decide to take SPL then inform HR and complete the relevant forms and inform your manager.
4. If applicable, discuss with your manager your KIT and SPLIT days. New parents have indicated that they have benefitted from having at least one KIT day as a minimum to help them prepare for their first day back at work and childcare arrangements. Complete with your manager your KIT notification form and submit to payroll.
5. If you plan to return to work, discuss with your manager at the earliest suitable opportunity, the timing of your return to work and how you plan to use your accrued annual leave.
6. If you would like to return on different hours/days to those you were on prior to maternity/adoption/shared parental leave, please have a discussion with your manager at the earliest opportunity and complete a Flexible Working Request form. Please give at least 8 weeks' notice of your wish to alter your hours/days. All requests would be given full consideration.
7. Schedule a return-to-work meeting with your manager and notify your line manager if you will need any facilities for breastfeeding or expressing.
8. The Returning Parents Group provides peer support for parents of young children. If you wish to join the group please contact the [Staff Wellbeing Team](#).
9. Ask for help if you are unsure of any part of the process of returning to work.

## After Checklist

1. For breastfeeding mothers, please read the [Breastfeeding Statement](#) and review the Health and Safety Risk Assessment form with your manager and submit to HR.
2. If you have taken maternity, adoption or shared parental leave then meet with your manager upon return to work and regularly for at least the first 3-6 months (as part of your regular catch-up meetings or otherwise) to discuss how things are at home and how you are settling back into work.
3. Agree a date for an objectives setting meeting/ interim PDPR. This may be about two months after your return to work, or whatever time you and your manager believe is appropriate. Use this meeting to agree short-term objectives and talk about your career plan.

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