Maternity Leave – Employee Guidance and Checklist

The following checklist aims to assist employees with planning and supporting their period of maternity leave. It is recommended that the items on the checklist are discussed at a meeting, or a number of meetings if required, with your line manager to ensure that your period of maternity leave is managed as effectively as possible and within appropriate timescales. It should also be used to support any discussions related to adoption leave or extended leave as a result of a surrogacy and therefore you should be familiar with the [Adoption Leave and Pay Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Adoption_Leave_Policy.pdf).

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| --- | --- | --- | --- | --- |
| Forename |  | Surname |  | |
| Job Title |  | Dept/School |  | |
| Maternity Leave Start |  | Expected Date of Childbirth |  | |
| **Before Maternity Leave** | | | | |
| Ensure that you have read the [Maternity Leave and Pay Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Maternity_Leave_and_Pay_Policy.pdf), [Shared Parental Leave Pay Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Shared_Parental_Leave_and_Pay_Policy.pdf) or and that you are familiar with the maternity leave process and payment options available. You should also review the [Maternity Toolkit](https://www.strath.ac.uk/professionalservices/hr/policiesandprocedures/maternitytoolkit/) for information and guidance at each stage of your maternity leave. | | | |  |
| Consider in advance of a meeting with your manager when you would like to start your maternity leave and pay options. | | | |  |
| If you are unsure of your entitlements or rights during maternity leave you can contact your HR team directly who can also arrange to meet with you. This may be helpful if you have specific contract or funding related questions that may impact on your maternity leave. You can also access the online [Maternity Calculator](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Maternity_Pay_Calculator.xlsx). | | | |  |
| Notify your line manger that you are pregnant or will require to take a period of adoption leave and arrange to meet with them at the earliest opportunity to discuss your leave arrangements with them. | | | |  |
| Discuss and agree how you would like to communicate your news with your colleagues. | | | |  |
| Ensure that the appropriate [Risk Assessment for New and Expectant Mothers](https://www.strath.ac.uk/media/ps/humanresources/occhealth/S12.pdf) is completed by you and your manager or the relevant Department/School Safety Convener to ensure that you are continuing to work safely during your pregnancy. | | | |  |
| You should complete the Request for Maternity Leave form and send this to Human Resources. This is available on the [HR website](https://www.strath.ac.uk/professionalservices/staff/policies/hr/) and should be submitted no later than the 15th week before your due date. The MATB1 certificate, provided by your GP or midwife, should also be included with the form. You should send the original MATB1 and retain a copy for your information. | | | |  |
| Your annual leave will continue to accrue whilst you are on maternity leave and therefore you should consider the most appropriate way to use any accrued annual leave prior to starting your maternity leave, where possible. However annual leave, above the normal 5 days, may be carried over in to the next leave year where required and agreed with your line manager. | | | |  |
| You are entitled to reasonable time off, without loss of pay, to attend ante-natal appointments. There is no qualifying service required for this. You should give your line manager suitable notice of these appointments where possible. | | | |  |
| Highlight any other reasonable adjustments that you feel may be required such as rest breaks or revised workload allocation and discuss these with your line manager. | | | |  |
| Plan and discuss options to cover your period of maternity/adoption leave and the required handover arrangements. You should highlight the activities and projects that will require to continue in your absence. The [Workload Planning Template](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Maternity_Leave_-_Work_Planning_Template.docx) can be used to support an effective transition | | | |  |
| Advise your line manager who you feel would be an appropriate buddy for the employee whilst on leave. They will then discuss and agree this with the relevant colleague. You should refer to the [Maternity Buddy System Guidance](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Buddy_System.pdf) and discuss arrangements for communication during the period of leave. | | | |  |
| If you are an Academic member of staff you may wish to refer to the [Family Friendly Research Leave Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Family_Friendly_Research_&_Scholarship_Leave_Policy.pdf) which allows eligible staff to apply for a period of paid research leave (up to 3 months) following a period of maternity, adoption or shared parental leave. | | | |  |
| If you hold a University parking permit you should contact [parking@strath.ac.uk](mailto:parking@strath.ac.uk) to discuss whether you wish to suspend this whilst on leave. Similarly, if you are a Strathclyde Sport member you may wish to suspend your membership whilst on leave and therefore should contact [strathclydesport@strath.ac.uk](mailto:strathclydesport@strath.ac.uk). | | | |  |
| **During Maternity Leave** | | | | |
| If you wish to use your KIT/SPLIT days you should agree these in advance with your line manager who will ensure that payment is authorised and forwarded to Payroll on the appropriate form. This form can be found on the [Family Friendly Research Leave](https://www.strath.ac.uk/policies/hrpoliciesprocedures/family-friendlypoliciesprocedures/) webpage. | | | |  |
| If you decide to curtail your maternity leave and utilise Shared Parental Leave, communicate your intentions with your line manager and Human Resources to ensure that the required notice is given and that your payments are not impacted. | | | |  |
| You are required to give at least 8 weeks’ notice of your return to work. You will need to take account of accrued annual leave and agree how you intend to use this with your line manager. HR should be notified of your return to work date who will then confirm this with you in writing and inform payroll. | | | |  |
| Consider whether there are any adjustments that you may require on your return to work such access to breastfeeding facilities, training requirements or a change to working on a part-time or flexible basis and share these with your line manager at the earliest opportunity. | | | |  |
| If you are requesting flexible working you should review the [Flexible Working Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Flexible_Working_Policy.pdf) and ensure that enough time is allowed for appropriate discussion and consideration with your line manager. | | | |  |
| If you are an Academic member for staff and wish to apply for Family Friendly Research Leave, a discussion should take place to consider this and the arrangements that may be required for teaching cover. | | | |  |
| You may be eligible for the Government’s [Tax Free Childcare](https://www.gov.uk/tax-free-childcare) scheme if you intend to use a nursey or child minder on your return to work and therefore should review this in advance of your return to work. | | | |  |
| **Returning from Maternity Leave** | | | | |
| You should have a return to work meeting with your line manager on your return to the work so it is important that they are clear on your return to work date. The [Workload Planning Template](https://www.strath.ac.uk/media/ps/humanresources/maternityleavetoolkit/Maternity_Leave_-_Work_Planning_Template.docx) may be a helpful tool in this discussion and you should raise any concerns that you have about your return to work. | | | |  |
| Ensure that you complete the appropriate [Risk Assessment for New and Expectant Mothers](https://www.strath.ac.uk/media/ps/humanresources/occhealth/S12.pdf) with your line manager or Department/School Safety Convener or Area Safety Convener. | | | |  |
| You may wish to contact [parking@strath.ac.uk](mailto:parking@strath.ac.uk) to discuss your parking options on return to work. Similarly. if you wish to re-join Strathclyde Sport you should contact them directly at [strathclydesport@strath.ac.uk](mailto:strathclydesport@strath.ac.uk) | | | |  |
| If you are returning to work after a period of family friendly research leave, you are eligible to access mentoring support through the [Organisational Staff Development Unit](https://www.strath.ac.uk/hr/mentoringstrathclyde/) and should contact them to discuss this. | | | |  |
| Ensure that you are aware of the University’s family friendly policies. These include:  [Flexible Working Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Flexible_Working_Policy.pdf)  [Guidelines for Home Working](https://www.strath.ac.uk/whystrathclyde/peoplestrategy/agileworking/)  [Ordinary Parental Leave Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Ordinary_Parental_Leave_Policy.pdf)  [Special Leave Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Special_Leave_Policy.pdf)  [Carer Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Carer_Policy.pdf) | | | |  |