

Support for maternity leave: Checklist for managers

Starting or expanding a family while maintaining a career can be a significant challenge for staff. The University expects managers to support staff before and during periods of maternity leave, and in achieving an effective work-life balance on return to work. This checklist should be used to ensure that appropriate plans are made to manage and cover a member of staff's work during maternity leave, and that proper support is provided to staff on return from maternity leave. An example action log is provided at the end of this document, to help you plan the maternity leave during your meetings with the member of staff.

Before maternity leave starts

Initial meeting with the member of staff:

- x Make ~~sure~~ time off for antenatal care.
- x Arrange to carry out a [Health and Safety risk assessment](#)

_____ . If the staff member works in a science lab then consult the Technical Manager for the School, or contact the University's Health and Safety Department.

During the pregnancy:

- x Keep in regular contact with staff member about their health and discuss ways to mitigate any related problems (e.g. nausea, fatigue, back pain etc.)
- x Discuss which key projects/pieces of work need to be prioritised before maternity leave and what support is needed to complete these projects/pieces of work.
- x The University is committed to always backfilling parental leave of any period longer than three weeks. Therefore, you should discuss plans for maternity cover with the staff member, for example, whether the whole job needs to be covered and which the key tasks are that will need to be covered during the absence, in order to plan thoroughly. Consider whether the maternity cover could be offered as a secondment opportunity to existing staff, or whether an external replacement is needed. Consider what the implications are of not covering aspects of the role and ensure enough time is allowed to recruit the cover and have an adequate handover.
- x Discuss the timing of finishing work before the baby is due. The date the staff member will finish work is their

would like to use the KIT/SPLIT days for so that you can plan for this. These are paid by the manager completing a [KIT/SPLIT payroll form](#).

During maternity leave:

- x Contact the staff member as discussed in your meeting before they went on leave, ensuring that you keep them informed of any important changes within the department or any new roles within the team that they may wish to apply for.
- x Towards the end of their maternity leave you should also discuss their return to work date and whether they wish to take any of their accrued annual leave before they

While on maternity leave
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For HR guidance, policies & forms please see :

HR Maternity guide:

<http://www.sussex.ac.uk/humanresources/documents/e48.pdf>

Occupational Health guidance:

<http://www.sussex.ac.uk/humanresources/occupationalhealth/maternity>

Family friendly policies:

<https://www.sussex.ac.uk/humanresources/business-services/carer-support-policies>

Overtime claim form (send to HR payroll):

<http://www.sussex.ac.uk/humanresources/documents/overtime-form.doc>

For further advice, please speak to your Human Resources Adviser.

Action log: