

Pre-Maternity Leave Checklist for Staff

This checklist is optional – it is intended to help to ensure that all necessary steps are taken prior to and during maternity leave. Employees and Managers may find it helpful to use this.

RESPONSIBILITY	ACTION	NOTES
PLANNING MATERNITY LEAVE		
Employee	Inform Manager about their pregnancy at the earliest opportunity.	
Manager	Carry out a Maternity Risk Assessment with employee https://intra.brunel.ac.uk/safety/policiesandguidance/Documents/PregantWorkersRiskAssessment-2017.doc	
Manager & employee	If you are on a FTC / grant funded post - discuss how this will be affected – explore options available in the terms of the grant/funding with the PI / research funder.	
Employee	Complete form 'Notice of Intention to Take Maternity Leave' form and give to Manager and Human Resources, before the end of the Qualifying Week (15 th week before Expected Week of Childbirth).	
Employee	Send MAT B1 to Human Resources as soon as possible.	
Manager & employee	Calculate annual leave and agree dates when this will be taken (Human Resources can help with this if needed).	
Human Resources	Will confirm leave arrangements in writing.	
Employee	Familiarise yourself with family friendly policies and childcare support available through the University.	
Employee	Check the arrangements for payment of staff benefits during your leave (e.g. car parking).	
Manager & employee	Discuss work /teaching cover and handover arrangements.	
Manager & employee	Discuss arrangements for keeping in touch during maternity leave – how to contact, frequency, purpose etc.	
Manager & employee	If the employee is on probation - discuss whether this will affect the probation period.	
Employee & manager	To request to alter your working hours/arrangements for your return, you must complete a flexible working request and discuss with your Manager	
Employee	Review your PDR and personal development plans – take stock of where you are and what your goals are, this will make it easier to refresh yourself on your return to work.	

RETURNING TO WORK

Employee & manager	To request to alter your working hours/arrangements for your return, you must complete a flexible working request and discuss with your Manager	
Employee	<p>Notice to return – if you intend to return after 52 weeks you do not need to give any further notice.</p> <p>If you wish to return to work before 52 weeks and you have not yet notified your Manager and Human Resources of this in writing, you must provide at least 8 weeks' notice in writing to your Manager and HR Resources.</p> <p>If you wish to end your maternity leave before 52 weeks to take Shared Parental Leave you must provide at least 8 weeks' notice in writing to your Manager and HR Resources. <u>Please refer to the Shared Parental Leave Policy and Procedure for further guidance.</u></p>	
Employee	Consider whether you want to pay pension contributions on your return to work for any unpaid period of leave. Contact the Payroll team for advice or to make payments.	
NOT RETURNING TO WORK		
Employee	If you decide not to return to work you must resign giving your contractual notice in writing to your Manager and Human Resources. You will be required to repay any payments over SMP, unless you return to work for at least 3 months and for 50% or more of your contracted hours.	
Employee	If you are employed on a fixed-term contract and your employment ends during your maternity leave, you do not need to do anything further. Any outstanding SMP owing will be paid to you.	