

Return to Work Interview Checklist for Maternity, Adoption and Shared Parental Leave

Following a period of Maternity, Adoption or Shared Parental Leave it is important to ensure that the employee is supported back into work. The purpose of such an interview is to help them to settle back into their role as smoothly and quickly as possible.

Please discuss the following with the employee either on their return to work or during a KIT/SPLIT day. Agree and note down any further steps which should be taken.

How long have you been away from work?	
Did you undertake any keeping in touch days? How beneficial were they?	
Do you have any childcare issues causing you concern? Are you aware of the support available through the University? (childcare vouchers/ salary sacrifice).	
Have you had any health problems whilst away? Is there any condition which is still causing concern?	
Are any adjustments in the workplace required? (e.g. for breast feeding).	
Discuss and clarify work pattern and effect on the role, if returning to different hours. Are any adjustments required to the role?	
Update on any changes which have occurred in the workplace during absence (for example – introduce any new staff; explain any changes in structure, procedures, etc).	

Update on the role, any work that has been undertaken in employee's absence and what current work is required.	
Ask if employee has any training requirements to bring them back up to speed?	
Employee name:	Manager name:
Employee signature:	Manager signature:
Date completed:	Date completed: