

# Family Leave Planning Checklist for Managers

**The following checklist should be read in conjunction with the appropriate policy and guidance.**

It is beneficial to both the staff member and their manager to start planning for a period of family leave as early as possible. The following checklist is provided to assist the manager to plan for the period of leave. It is not exhaustive.

## Before Leave

- Ensure the staff member is aware of, able to access and reads the appropriate policy and guidance for the type of family leave they may wish to take. These are available from [www.hr.admin.cam.ac.uk/policies-procedures](http://www.hr.admin.cam.ac.uk/policies-procedures)
- Ensure you are familiar with the University's family leave as this will enable you to identify your responsibilities, as a manager, in supporting this process
- Conduct regular risk assessments to identify any potential issues if the staff member is pregnant
- With the member of staff, discuss and agree the communication of their pregnancy with colleagues and key stakeholders, if appropriate;
- With the member of staff, discuss and agree any additional arrangements required during the pregnancy/adoption/SPL, i.e. antenatal appointments, workload allocation, rest breaks etc
- In the case of a pregnancy, ensure the member of staff has received their MAT B1 certificate from their midwife or GP
- Consider maternity leave funding/research council funding extensions, if appropriate
- With the member of staff, discuss and agree plans for maternity/adoption/SPL arrangements e.g. cover for their workload during their period of leave;
- Ensure the member of staff understands their leave and financial entitlements during the period of leave
- With the member of staff, discuss and agree contact during the leave period, including KIT days or SPLIT days where these apply
- Discuss with the staff member how they wish to use their annual leave prior to and after the family leave period. The use of annual leave can also be an effective tool when supporting the individual's return to work and added onto the end of the leave period. The expectation is that most annual leave could be taken during the leave year it is accrued, however, some carryover could be agreed by the manager if for example the individual was unable to take it before the maternity leave period and the manager felt able to accommodate this/it would support their business needs. All requests for annual leave remain subject to the manager's approval.
- Ensure staff member is made aware of the University's Childcare office and other staff benefits that may be of use, including My Family Care
- If the staff member has a role that is research-intensive, sign post the University's Returning Carers Scheme.

## During Leave

- Maintain the agreed contact with the member of staff;
- Ensure that, if utilised, KIT or SPLIT days (10 or 20 days maximum respectively) are used effectively and hours worked paid for
- With the member of staff, discuss and agree the plans for the return to work, i.e. breastfeeding arrangements (where appropriate) and risk assessments (if applicable), re-induction and workload
- Create appropriate re-induction programme for the member of staff;
- Consider office arrangement for the member of staff's return;
- Consider flexible working applications, if applicable
- Consider additional support the staff member may need upon their return;
- With the member of staff, consider and identify any potential training requirements for their return

## Returning from Leave

- Ensure breastfeeding arrangements/facilities and risk assessments are in place (if applicable)
- Administer an appropriate re-induction programme
- Discuss workload priorities, especially if changing hours
- Ensure the member of staff receives appropriate updates on new or amended systems of work, and any new members of staff or staff departures
- Arrange regular meetings with the member of staff to discuss how their return is going and ensuring any reasonable identified support is put in place
- Review flexible working arrangements, if appropriate.