

Maternity/Paternity/Parental/Adoption Leave Checklist and Guidance - Line Managers

Employee Name: _____

Expected week of childbirth: _____

Leave start date: _____

Before Leave

This checklist is intended to support line managers and their staff who are taking maternity, paternity, adoption, or parental leave. It is not intended as a replacement for official HR procedures so please be aware of these and ask the Psychology HR partner (<https://www.abdn.ac.uk/staffnet/working-here/hr-employment-services-3031.php#panel3613>) if unsure. It's an exciting time for your staff member, but it may also be stressful. Everyone's experience of leave is unique, so it's important to be flexible and personal to your staff member. The School expects you to take a supportive and sensitive approach, and not to make any assumptions, although it's nice to congratulate them on their news. You may also wish to discuss with your staff member when, and how, they wish to share their news.

Action	Guidance	<input checked="" type="checkbox"/>
<p>Make sure your member of staff is aware of the maternity/paternity/parental/adoption leave policy.</p>	<p>The University of Aberdeen and our School are committed to fully supporting members of staff who are pregnant, have just given birth, or who are adopting children, or whose partners (including same sex partners) are pregnant, have just given birth or who are adopting children. All the information about leave and pay can be found in the University's leave policy: Leave StaffNet The University of Aberdeen (abdn.ac.uk)</p> <p>All pregnant employees are entitled to 52 weeks maternity leave, regardless of length of service or hours worked.</p> <p>Employees wishing to take paternity leave are entitled to up to 4 weeks leave as outlined in the leave policy.</p> <p>Employees wishing to take Shared Parental Leave are entitled to up to 50 weeks leave as outlined in the leave policy. SPL-Policy-and-3-Forms-Oct2017.pdf (abdn.ac.uk)</p> <p>Adoption leave has similar rights to other parental leave.</p>	
<p>Carry out a risk assessment as soon as possible to make sure your staff member is working safely during</p>	<p>Review your staff member's work activities and seek advice from your School/Area Health & Safety Adviser (Mr Jim Urquhart j.urquhart@abdn.ac.uk) or Psychology HR partner if required.</p> <p>https://www.abdn.ac.uk/staffnet/working-here/hr-employment-services-</p>	

<p>pregnancy (if applicable).</p>	<p>3031.php</p> <p>A New and Expectant Mothers Risk Assessment Form and Guidance is available from the Health & Safety department: HS-SF-016 - New and Expectant Mothers Risk Assessment - Rev 1.docx (live.com)</p> <p>Risk assessments may need to be changed throughout pregnancy. It is recommended to revisit this risk assessment at least once during your staff member's pregnancy to ensure that there is nothing to add or remove.</p>	
<p>Check in on your staff member during their pregnancy (if applicable).</p>	<p>Make your staff member aware that they can contact the HR department at any point if they have any questions about the leave process: https://www.abdn.ac.uk/staffnet/working-here/hr-employment-services-3031.php).</p> <p>It is also important to check in with your staff member throughout their pregnancy if anything has changed. If necessary, you may want to schedule check in meetings with your staff member to discuss these changes, or you could simply make it clear that you are open and supportive.</p>	
<p>Ask your member of staff to notify you and your local HR team in writing of the pregnancy, adoption, and/or leave. They need to confirm due date (if applicable), when they would like their leave to start, and payment option.</p>	<p>Maternity Leave Application Form amended Jan 2022.docx (live.com)</p> <p>Athena SWAN Parents' Guidebook - 1 (pagetiger.com)</p>	
<p>Pregnant employees (if applicable) are entitled to reasonable paid time off during working hours for antenatal care.</p>	<p>Make sure you and your staff members have looked at the relevant policies, which can be found here:</p> <p>Information for Staff Maternity.pdf (abdn.ac.uk)</p>	
<p>Agree when any outstanding leave should be used.</p>	<p>Remember that members of staff continue to accrue annual leave during maternity/parental leave. Discuss taking any outstanding leave before maternity/parental leave commences and consider how accrued leave might be taken before returning to work, if desired. Accrued leave could be taken as a block at the end of maternity/parental leave or used to help your staff member settle back into work gradually.</p>	

<p>Remind your member of staff to begin thinking about childcare.</p>	<p>Parents in the School say that it is common for spots at nursery to fill up very quickly and for there to be a waitlist at nursery. Make your staff member aware of this advice and to encourage them to begin considering their childcare options.</p> <p>Rocking Horse Nursery is located at the University of Aberdeen and may be a good option for new parents: https://www.abdn.ac.uk/about/campus/rocking-horse-nursery-1804.php</p>	
<p>Agree how much contact your staff member would like while on leave and how you will communicate (email/ text etc.).</p> <p>Make sure your staff member is aware of KIT days - keep in touch and let them know about events, meetings etc. that you think they would find useful.</p>	<p>Everyone is different and you can agree how often and how to communicate. Keeping in touch (KIT) days are a way of working up to ten days during maternity/parental or adoption leave without your leave or pay coming to an end. They are optional and can be used to benefit your staff member’s career or to help them settle back into work. Now is a good time to discuss how best to use them for your staff member’s career requirements (e.g., go to a conference, attend staff training, catch up with PhD students – etc.).</p> <p>KIT Day Guidance: https://www.abdn.ac.uk/staffnet/documents/policy-zone-employment/Keeping%20in%20touch%20days%20(March%202019).pdf</p> <p>This form is to be completed before KIT is taken: Keeping in Touch days (KIT) days Application form.docx (live.com)</p> <p>A maximum of 10 days is allowed, due to governmental requirements. If your staff member works without registering for a KIT Day or works more than 10 days, they risk losing the Statutory Pay entitlements.</p> <p>Make sure your staff member is aware that they cannot retrospectively claim KIT days. These days must be requested at least 24 hours in advance. Notify your staff member that there are no pay in lieu of KIT days and any days not taken will be lost.</p>	
<p>Consider if the post needs to be / can be covered during the leave period.</p> <p>Otherwise/in addition, agree which elements of work need to continue in your staff member’s absence and how these will be covered.</p>	<p>Please contact Rhona Moore (r.moore@abdn.ac.uk), School Administration Manager to discuss next steps and to plan for a handover of tasks during the leave period so the staff member is also kept aware.</p> <p>Individuals returning from maternity, or paternity, adoption, or other relevant parental leave (3 months or more) are usually given a reduced teaching and administrative load to facilitate re-acclimation. This load should be gradually raised over the next 1-2 years. The exact nature of the raising of responsibilities will be decided on a case-by-case basis, following discussion with line managers and the Director of Education.</p>	

Out of office	Previous parents in the School have stressed the importance of an out of office message during leave so that your staff member does not feel undue workload pressure. It also helps normalise the taking of leave for others.	
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During Leave

Action	Guidance	<input checked="" type="checkbox"/>
<p>Ensure HR is aware of when member of staff is returning from leave.</p> <p>Should a member of staff wish to curtail their leave, then they must contact the Line Manager who can then discuss further with HR.</p>	<p>Section 4.4 Returning to Work Guidance MaternityBirthParentProcedure 22.pdf (abdn.ac.uk)</p>	

Returning To Work

Action	Guidance	✓
<p>Arrange a return-to-work meeting to agree with your staff member how they will be reintroduced to their work. Make sure they are aware of any administrative or organisational changes that have taken place in their absence.</p>	<p>This meeting is intended to brief your staff member about changes in the school that have taken place in their absence. Please make a note of any changes in the School as they happen to better brief your staff member upon their return.</p> <p>The staff newsletter is also a good place to direct your staff member should they have questions about changes at the University. https://www.abdn.ac.uk/staffnet/staff-newsletter-9165.php</p> <p>You can also suggest to the staff member that they take some time now to read the staff meeting minutes (available on Sharepoint) to keep up to date with changes within the School.</p> <p>It is prudent that this meeting is flexible. Ask your staff member if they would prefer to hold this meeting prior to their return (using a KIT day) or just after their return.</p>	
<p>Workload</p>	<p>It is worth re-orienting your staff member with their teaching and so on in case of any changes since they went on leave. Individuals returning from maternity, or paternity, adoption, or other relevant parental leave (3 months or more) are usually given a reduced teaching and administrative load to facilitate re-acclimation. This load should be gradually raised over the next 1-2 years. The exact nature of the raising of responsibilities will be decided on a case-by-case basis, following discussion with line managers and the Director of Education. You may also wish to revisit annual review objectives in case of any adjustment.</p>	
<p>If your member of staff indicates they wish to continue to breastfeed/ express milk, please advise them to contact the School Health & Safety lead (Mr Jim Urquhart) or the HR Business Partner.</p>	<p>The University is a Breastfeeding Friendly Space and breastfeeding is welcomed in public areas. There is also a private space for breastfeeding in room G20 in the William Guild (see also https://www.abdn.ac.uk/staffnet/working-here/inclusive-facilities--13357.php#panel13361).</p> <p>It is also a legal requirement for the University to support mothers who wish to continue breastfeeding after they have returned to work: http://www.acas.org.uk/media/pdf/b/s/Acas-guide-on-accommodating-breastfeeding-in-the-workplace.pdf</p> <p>If the staff member needs breastfeeding equipment (e.g., pump, fridge) then they can contact the School Health and Safety Lead (Mr Jim Urquhart) and/or speak to HR.</p>	
<p>Support your staff member to rebuild their networks and make them aware of mentoring/ coaching opportunities.</p>	<p>The University of Aberdeen defines mentoring in the following way: <i>“Mentoring is about one person, usually more experienced, helping another to make continuous improvements in skills, knowledge, work or thinking, outside the normal line management relationship.”</i> A mentor can help you reflect on your current and future career and provide some signposting and guidance. The University has many mentoring/coaching opportunities (https://www.abdn.ac.uk/staffnet/working-here/staff-development-111.php). Your staff member can also specifically request guidance related to being a parent.</p> <p>There are also other leadership development programmes (e.g., Advance HE’s AURORA program). For more details the staff member may wish to ask the Head of School (currently Dr Doug Martin, doug.martin@abdn.ac.uk), Staff Development</p>	

	<p>Lead (currently Dr Rachel Swainson, rachel.swainson@abdn.ac.uk) or Equality, Diversity & Inclusion Chair (currently Dr Clare Sutherland, clare.sutherland@abdn.ac.uk).</p> <p>Many staff belong to university-wide community networks (e.g., Parents and Carers Network, Women's Development, etc): https://www.abdn.ac.uk/staffnet/working-here/Staff-equality-networks-and-committees.php.</p>	
Familiarise yourself with relevant policies.	<p>Flexible Working Your staff member may wish to return to work on a part-time basis or with a flexible working arrangement: Guidance for Managers.pdf (abdn.ac.uk)</p> <p>Information for parents The University has a fantastic guidebook for new and continuing parents: https://view.pagetiger.com/athenaswan-parents-guidebook/athenaswan</p>	
Remind your staff member of the resources available to them.	<p>It important that your staff member is aware of the wellbeing support available to them through the University of Aberdeen. https://www.abdn.ac.uk/staffnet/working-here/wellbeing-portal/physicalhealth-10503.php</p> <p>There are many other resources related to being a new parent while also working in academia recommended by staff in the School. Let your staff member know about these resources (for example): https://mamaisanacademic.wordpress.com/resources/</p>	