Maternity/Adoption Leave - Employee's Guidance

Pre Maternity/Adoption Leave

- Discuss maternity/adoption leave start and return dates with your line manager
- Submit MATB1 and Maternity/Adoption Leave Request Form to local HR Team via line manager
- Have a workplace risk assessment carried out by your line manager. If risks are identified, you may be referred to Occupational Health
- Assist your line manager in planning and organising cover for the maternity/adoption leave period e.g. creating handover notes
- If you are Academic staff, think about and discuss with your line manager any applications to take part in the Returners Programme
- Be open to essential communications from your line manager intended to keep you informed of any significant changes at work
- Be prepared for your line manager to continue to invite you to work social events and how you wish to approach this
- If you wish to make flexible working requests, think about how this could work in practice
- Try to be practical, flexible and give as much notice as possible of any requests whilst following University policy and procedure
- Be prepared to take part in a re-induction to help you catch up and reacclimatise to work
- Prepare to have a PDR with your line manager and look creatively at how you can support your own career development
- If you are an academic staff member, take time to consider what you may need to advance your career in addition to the Returner’s Programme
- Inform your line manager as early as possible if you wish to breastfeed at work in order for appropriate arrangements to be put in place

Related Policies & Documents:
- Maternity Leave Policy
- Maternity Leave Request Form
- Maternity/Adoption Request Flow Chart

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