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**THE COLLEGE OF SCIENCE,
ENGINEERING & FOOD SCIENCE**



SEFS Maternity Checklist and Guidance - Employees

Employee Name	
School/Dept	
Expected week of childbirth (EWC)	
Maternity leave start date	

Before Maternity Leave	<input checked="checked" type="checkbox"/>
Read the University's Comprehensive Guide to Pregnancy and Maternity. This provides an overview of the process, the provisions you may be entitled to and what will be required from both you and your manager at different stages of the process.	
Notify your line manager of your pregnancy as soon as is reasonably practicable. This will provide more time to consider how to plan for the absence and any ongoing commitments.	
Arrange/participate in regular risk assessments (as required) providing any additional information you may have gained from your health visitor/GP.	
With your manager, discuss and agree the appropriate communication of your pregnancy with colleagues and key stakeholders.	
With your manager, discuss and agree any additional arrangements for during your pregnancy, i.e. antenatal appointments, workload allocation, rest breaks etc.	
Ensure you have received completed the relevant forms as advised in the Maternity Leave Policy	
Consider maternity leave funding/research council funding extensions, if appropriate.	
Consider your maternity leave entitlement and the options for maternity pay and leave.	
Consider maternity leave funding/research council funding extensions, if appropriate.	

With your manager, discuss and agree plans for maternity arrangements i.e. cover for you/your workload during your period of leave; and any handover arrangements.	
Complete your Maternity Leave 1 Form MaternityleaveapplicationformML1.doc (live.com) and obtain your manager's signature. Submit this with your ML1 to the Maternity Leave Administrator in HR.	
With your manager, discuss and agree contact during the leave period.	
With your manager, discuss and agree the use of KIT days (Optional).	
Discuss with your manager how you may wish to use your annual leave leading up to and/or following your leave period. The expectation is that most annual leave will be taken during the leave year it is accrued, however, some carryover could be agreed by your manager. All requests for annual leave remain subject to the managers approval	
Consider availing of SEFS Maternity Transition Coaching.	
For academic staff: Consider the Academic Returners Scheme.	
During Maternity Leave	<input checked="" type="checkbox"/>
Maintain the agreed contact with your manager.	
If utilised, ensure that KIT days (3 maximum) are used as agreed.	
If you wish to alter your return date, ensure you have provided the appropriate notice.	
With your manager, discuss and agree the plans for your return to work, e.g. breastfeeding arrangements and risk assessments (if applicable), re-induction, office arrangements, breastfeeding arrangements and workload.	
If considering flexible working arrangements following your return to work, allow adequate time to discuss this with your manager and submit the formal application prior to your return	
Consider any additional support you may need upon your return and discuss this with your manager, e.g. the arrangements for your re-induction.	

With your manager, consider and identify any potential training requirements for your return.	
Consider availing of SEFS Maternity Transition Coaching	
Confirm your actual return date with your manager, including any annual leave which has been agreed.	
Returning to Work	<input checked="" type="checkbox"/>
Ensure breastfeeding arrangements and risk assessments are in place (if applicable).	
Complete appropriate re-induction programme as agreed with your Line Manager	
Ensure you receive appropriate updates on new or amended systems of work, and any new members of staff or staff departures.	
Arrange regular meetings with your manager to discuss how your return is going.	
Review flexible working arrangements, if appropriate.	
Consider the wide variety of free Health and wellbeing services available to staff;	
Consider availing of SEFS Maternity Transition Coaching	