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



SEFS Maternity Checklist and Guidance - Line Managers

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

Before Maternity Leave

Action	Guidance	<input checked="" type="checkbox"/>
Make sure your member of staff is aware of the maternity policy. Discuss when and how they wish to share the news.	All the information about leave and pay can be found in the University's maternity policy and in the Guidelines for line managers All pregnant employees are entitled to maternity leave regardless of length of service or hours worked. Fathers/partners of mothers are entitled to paternity leave following the birth of a child.	
Carry out a risk assessment as soon as possible to make sure your staff member is working safely during pregnancy.	HR will issue the employee with a copy of UCC's Pregnancy Job Risk Assessment Form. This must be completed in conjunction with your member of staff and submitted to the Health and Safety Office. The Health and Safety Office will submit the completed form to the University Occupational Health Physician who will advise if any modifications are required to the work activities during pregnancy or whilst nursing a new born child.	
Ask your member of staff to notify you and HR in writing that they are pregnant. Member of staff needs to confirm due date and when they would like maternity leave to start.	Entitlements to paid leave and unpaid leave are outlined in the Universities Maternity Leave Policy.	
Pregnant employees are entitled to reasonable paid time off during working hours for antenatal care.	Members of staff are encouraged to arrange appointments at times that will minimise disruption, but this may not always be possible.	

Agree when any outstanding leave should be used.	Remember that members of staff continue to accrue annual leave during maternity leave. Discuss taking any outstanding leave before maternity leave commences and consider how accrued leave might be taken before returning to work. Accrued leave could be taken as a block at the end of maternity leave or used to help your staff member settle back into work gradually.	
Agree how much contact your staff member would like when on maternity leave and how you will communicate (email/ text etc). Discuss if they would be interested in Keeping in Touch (KIT) days.	Up to 3 Keeping in Touch (KIT) days can be worked during maternity leave e.g. to attend meetings, training etc. While the use of KIT days is optional, these can be beneficial for your staff member in easing their transition back into work, and for you in receiving continued input from staff with valued skills.	
Consider if the post needs to be / can be covered during the maternity leave period. If a maternity cover will not be in place agree which elements of work need to continue in your staff member's absence and how these will be covered.	If you need a maternity cover post the usual recruitment practices will apply and the post will need to go through the university approval mechanism.	

During Maternity Leave		
Action	Guidance	<input checked="" type="checkbox"/>
If your staff member is interested in KIT days, keep in touch and let them know about events, meetings etc that you think would be useful.		
When your staff member lets you know the date they wish to return to work make sure you inform HR Agree how your member of staff wishes to take accrued annual leave.		

Returning to Work		
Action	Guidance	<input checked="" type="checkbox"/>
Arrange a return-to-work meeting to agree with your staff member how they will be reintroduced to her work. Make sure staff member is aware of any administrative or organisational changes that have taken place during the absence.	Having a conversation can help you and your staff member to plan for a successful and effective return to work.	

If the member of staff indicates they wishes to continue to breastfeed/ express milk please advise to contact the Welfare Officer in HR	It is a requirement for the University to support those who wish to continue breastfeeding after they have returned to work.	
Your staff member may indicate a desire to explore flexible working options	If a flexi leave arrangement is being requested by your staff member you need to have a conversation together to explore possible options that may be available. You may also discuss this with your HR Business Manager. Flexible working is not an automatic right and requests can be refused if there is a clear business reason for doing so.	
Support your staff member to rebuild their networks and make them aware of mentoring/coaching opportunities.	Support from a mentor or the SEFS maternity transition coach may be beneficial to your staff member in returning to their career after a period of leave. Contact Helen O'Donoghue, HR Business Manager, College of Science, Engineering & Food Science	
Familiarise yourself with relevant policies. Your local HR Manager will be happy to provide advice on these policies.	https://www.ucc.ie/en/hr/policies/leave/	