

Planning for 'Family-related Leave'

This checklist is intended to be a useful tool for staff members (research, academic, professional services) planning to take a period of family-related leave (i.e., Maternity, Paternity, Adoption or Shared Parental leave) and their Line Manager. It clarifies responsibilities, provides directions to some of the University procedures, and describes the types of support available.

All of the University's family-related policies can be found by searching on the University's central [policy database](#), and any questions should be directed to [Human Resources](#).

Name of staff member taking leave:	
Type of leave being taken:	
Planned start date of leave, if known:	
Name of Line Manager:	

	Before leave	Staff	Manager
1.	Read the relevant family-related leave policies (Maternity, paternity, adoption or shared parental leave), which are on the University's policy database .	<input type="checkbox"/>	<input type="checkbox"/>
2.	Let your Line Manager know that you are planning to take leave. Please try to do so as soon as possible to help with planning and support.	<input type="checkbox"/>	
3.	Once informed by a staff member that they plan to take leave, you are responsible for organising a 'Leave Consultation Meeting' (ideally within two weeks of you being informed).		<input type="checkbox"/>
4.	If you are planning to take Maternity leave , let HR know that you plan to take leave no later than 15 weeks before the due date. Please use the Maternity Leave Notification form, which can be found in the Maternity Leave policy .	<input type="checkbox"/>	
5.	Have a 'Leave Consultation Meeting' between staff member and Line Manager. At this meeting, use the 'Leave Consultation form' (Appendix 1) to guide discussions about: i) what roles/duties need to be covered, and ii) what support the staff member needs both during the leave and after returning to work (such as a phased return to full duties, additional resources or time to undertake training). If the staff member would like to update the plans before leave starts, contact Line Manager to arrange a second meeting.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Organise relevant cover for the staff member's duties (e.g., administration, teaching, technical duties, supervision of staff or students), which might include contacting Human Resources to request a replacement post ¹ . The Line Manager is responsible for organising the relevant cover. The staff member taking leave is expected to help by providing relevant information about their current duties and responsibilities.		<input type="checkbox"/>

¹ Salary costs of replacement for most 'education-focused', 'education- and research-focused' and 'professional services' staff are charged to the School; replacement 'research-focused' or other staff charged to grants might be covered by the relevant funder.

7.	Where appropriate, discuss with your Line Manager when any outstanding Annual Leave will be taken. You will continue to accrue annual leave during Maternity, Paternity, Adoption and Shared Parental leave, which you could potentially take immediately after returning from leave.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Consider joining one of the University's mentoring schemes as a means of discussing what support you need both during the leave period and after returning to work.	<input type="checkbox"/>	
9.	For staff planning to take Maternity Leave, the line manager should ensure that staff have sought advice from the local building H&S officer (contact: School Health & Safety Officer biology_safety@st-andrews.ac.uk if referral needed) and have completed relevant risk assessments to make sure that working conditions are safe during pregnancy and on returning to work (especially if breast-feeding).	<input type="checkbox"/>	<input type="checkbox"/>
10.	If the staff member is interested in Flexible Working (the policy can be found on the University's policy database), discuss this option at the Leave Consultation. This includes changing working patterns or number of hours. The staff member should be directed to the relevant application form (appendix of the Flexible Working policy) – the application process can potentially take up to 3 months.	<input type="checkbox"/>	<input type="checkbox"/>
11.	For pregnancy, staff are entitled to paid time off work to attend antenatal appointments, as outlined in the Antenatal Appointment policy . If duties need to be covered while you are attending these appointments, please let your Line Manager know in advance, so that cover can be arranged.	<input type="checkbox"/>	<input type="checkbox"/>
12.	The staff member should discuss with the Line Manager how much contact they would like while on leave and how they would like to be contacted (e.g. email, text or phone). There is no obligation to remain in contact during leave, but staff might wish to be kept up-to-date about key events, announcements or developments (also see 'KIT/SPLIT days' below).	<input type="checkbox"/>	<input type="checkbox"/>
13.	If taking Maternity, Adoption or Shared Parental Leave, staff are entitled to take Keeping in Touch (KIT) days (up to 10 days in total) or Shared Parental Leave in Touch (SPLIT) days (up to 20 days in total), which provide the opportunity to engage in work-related activities (e.g., team catch-ups, training). Staff receive a days' salary payment for each (full or part) day. There is no obligation to take these days, and this does not need to be decided until during the leave.	<input type="checkbox"/>	<input type="checkbox"/>
14.	<p><i>You may find the following information and resources useful:</i></p> <ul style="list-style-type: none"> • Tax-free Childcare scheme • Nurseries and childcare information • Parental Leave policy (unpaid leave to look after a child's welfare) • Sickness Absence policy • Special Leave policy (includes compassionate leave and time off for emergencies) • Staff Discount scheme 		

	During leave	Staff	Manager
1.	If the staff member requested contact during leave, ensure that they are kept up-to-date with any key events, developments or announcements (including promotion/regrading deadlines) via the requested communication route. Notify them of any changes to working conditions that might impact their health or safety on returning to work. Give plenty of notice of upcoming events.		<input type="checkbox"/>
2.	The Staff Parents and Carers Network provides a peer support for staff in the University, and you can sign up for emails about relevant events.	<input type="checkbox"/>	
3.	If taking Maternity, Adoption or Shared Parental Leave, consider taking your KIT/SPLIT days during your period of leave (see point 12 above). The financial benefits of taking these days are normally greatest during the period of Statutory Maternity Pay.	<input type="checkbox"/>	
4.	If there are any changes to circumstances affecting health and safety within the workplace, contact the Health & Safety Officer (biology_safety@st-andrews.ac.uk), and ensure relevant risk assessments have taken place.	<input type="checkbox"/>	<input type="checkbox"/>
5.	If staff expect to need specific resources on return from leave (e.g., a private space for breast-milk pumping, refrigerator for storing milk or other items), please contact the relevant Centre Director in advance of returning, so that suitable arrangements can be made.	<input type="checkbox"/>	
6.	External organisations and support agencies: <ul style="list-style-type: none"> • Adoption UK • Families First - supporting families of children with additional needs • Gingerbread – supporting single parent families • Miscarriage Association • National Childbirth Trust • NHS services and support for parents • Parenting Across Scotland • Sands - stillbirth and neonatal death charity • Single Parents • Stonewall parenting rights – information for LGBT+ parents • Tommy's – supporting premature birth and bereavement 		

	After returning to work	Staff	Manager
1.	Organise a 'Return to Work Meeting' (ideally within two weeks of return).		<input type="checkbox"/>
2.	During the 'Return to Work Meeting', use the 'Return to Work form' (Appendix 2) to review the agreements made during the Leave Consultation Meeting, and make any necessary and agreed revisions to those previously agreed.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Consider an additional 'Return to Work' meeting between staff and Line Manager approximately three months after returning to work if you would like to discuss your current support and working arrangements. Such meetings can continue on a regular basis until both staff member and Line Manager feel they are no longer necessary.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Consider applying to the University's Caring Fund (up to £1k per applicant per annum), which provides financial help to staff with caring responsibilities, so that they can engage in work-related activities (e.g., attending a conference). The guidance notes and a link to the application form are found here .	<input type="checkbox"/>	
5.	Consider joining one of the University's mentoring schemes or undertaking coaching as a means of gaining support on returning to work.	<input type="checkbox"/>	
6.	<p><i>You may find the following information and resources useful:</i></p> <ul style="list-style-type: none"> • Staff Parents and Carers Network • Junior Saints at the Sports Centre • Parental Leave - unpaid leave to look after a child's welfare • Special Leave - includes paid compassionate leave and time off for emergencies 		

Appendix 1

Leave Consultation Meeting form

Date of meeting:

The staff member and Line Manager should each keep a copy of the signed Leave Consultation form.

Current roles and duties that require covering during the leave period
Roles and duties that need to be covered might include administration duties, teaching, technical expertise, line management of staff, supervision of students, research activities, committee work, etc.
Plans for covering these roles and duties
Line Managers are responsible for organising cover for essential duties
Support that would help the leave-taker before, during and after the period of leave
Agreed support that will be provided to the leave-taker

Signatures Staff member taking leave:

Line Manager:

Appendix 2

Return to Work Meeting form (first meeting)

Date of meeting:

Do you have all of the support that you need now that you have returned to work?
Do you need any additional support, training or career development opportunities?

Return to Work Meeting form (second meeting)

Date of meeting:

Do you have all of the support that you need now that you have returned to work?
Do you need any additional support, training or career development opportunities?