

**PARENTAL LEAVE**

(Parental leave being maternity, paternity and adoption leave)

1. The [University policy on Maternity](#) covers the employers' statutory responsibilities. Additionally the School of Medicine publishes this policy which amounts to local arrangements for those school staff planning to take maternity or adoption leave. This policy currently covers maternity and adoption leave, which is treated the same as maternity leave. There is a recent policy change to paternity leave in the UK (April 2015) and guidance will follow in due course.
2. **Concept.** This policy contains; guiding principles for the school and the individual, a structure for a maternity planning meeting and the format for a Maternity action plan.
3. **Guiding principles:**
  - a. As a small School we aim to support each maternity/ adoption leave with a bespoke plan in line with University policy.
  - b. The school is committed to supporting staff members who are pregnant.
  - c. The school is committed to supporting teams and colleagues of those taking maternity leave in order that the interruption is minimised.
4. **Maternity Planning Meeting.** There is no set format but the following are suggested options:
  - a. An early and informal discussion with the Executive Administrator to establish the process for support before, during and after maternity/ adoption leave, including statutory rights and additional School support
  - b. A discussion with the Line Manager and with the HR Officer (together if preferred).
  - c. A three or four way discussion with Executive Administrator, line manager and HR Officer to draft and then refine the Action Plan.
5. **Maternity Action Plan.** This plan will be written in discussion with the main parties involved and shared only with those who need to know. The heading options are:
  - A pre-maternity risk assessment, covering a risk assessment for lab work and general duties in the school
  - A plan for flexi working in the pregnancy period, if requested. There may be an impact on others.
  - A plan for part time working during pregnancy, if required.
  - A planned date for the start of maternity leave, this advised to HR.
  - An outline date for return to work and a plan for whether the return to work is at full or part time.
  - Cover for the team within which the staff member works by:
    - Re-distribution of duties.
    - Suspension of some or all of the work for a fixed period.
    - Hire of temp cover, this to be costed for HoS approval.
  - A plan for 'keeping in Touch' days.
  - A plan for re-engagement after leave; gentle introduction and / or full or part time work.
  - An agreement for how involved the staff member wishes to be while on leave.
  - Reminder about cancelling committee membership etc