

Manager Checklist

Before Maternity Leave	✓
Carry out risk assessments in all three trimesters of pregnancy and update more frequently if needed	
Follow up with any actions from the risk assessment	
Allow employee time off for ante-natal appointments	
Inform your employee of the rooms designed for resting during pregnancy (Nurture rooms)	
Discuss maternity leave and dates	
Agree contact arrangements and communication for the leave period	
Discuss and agree any cover for the maternity period	
Discuss and agree any KIT days	
If externally funded contact Research Services Team	
If your member of staff has to travel during their pregnancy, ensure that they have contacted the insurance services team	
Regular 1:1 to ensure a dialogue is ongoing with regard to work and health	
Probation/PDP/PDR process: ensure that these meetings continue until maternity leave begins and that a plan is agreed of how they will be dealt with when the employee returns from maternity	
If your employee is here on a visa then ensure the HR Immigration Manager is aware of the upcoming maternity leave	
Check annual leave has been entered into trent and that if you have approved the employees annual leave request that it has been approved in trent	
If the employee is off with a pregnancy related sickness anytime in the four weeks before her due date, then inform HR immediately	
During Maternity Leave	
If baby is born early inform HR	
Continue regular contact as agreed with employee	
Invite to department, team training, etc.	

Invite to any social events	
Ensure they have returned their completed KIT day form and returned to HR	
Ensure practical arrangements are sorted for employees return, office, desk, lab space, computer, etc.	
Plan re-induction for employee	
Contact the employee with details of the first day back at work	
Return to work	
Meet with them on their first day, welcome them back and go through the re-induction you have planned	
Arrange for a return to work meeting within the first few days	
Review the risk assessment and note any actions	
Check that your employee is well and is settling in	
Agree on any training requirements identified	
Set a probation meeting if relevant	
Set a PDR meeting	
Check that their annual leave has been recorded for their time after maternity	
If they are an international worker on a visa then ensure that the HR Immigration team has been informed of their return	
If your employee is not returning to work please contact HR immediately to inform them	
Informed your employee of the room designed for expressing milk and resting	

Updated October 2023