

**Employee and Line Manager Checklist**

The below checklist has been designed to guide employees and Line Managers though the various stages of parental leave. Whilst it is not a mandatory requirement, we strongly recommend that this is completed in order to assist you through the parental leave process.

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| **Before parental leave** | | | |
| **Who** | **Action** |  | **Notes** |
| Employee | Notify your manager of your pregnancy as soon as is reasonably practicable. |  |  |
| Manager | Find out if and when employee wishes to share news with others bearing in mind they are entitled to confidentiality. |  |  |
| Employee & Manager | Complete the risk assessment checklist. This should be done first on notification of pregnancy and then at regular intervals (if required, or if concerns are raised) throughout the pregnancy. |  |  |
| Employee | Read the UCL Parental Leave and Pay Policy. |  |  |
| Employee | Consider whether Shared Parental Leave might be a consideration and discuss with your manager if so. |  |  |
| Employee | Use the calculator and/or planner to plan your parental leave dates. |  |  |
| Employee & Manager | Complete the application form/s and submit to hr-services@ucl.ac.uk. Send original MATB1 certificate to HR Services (UCL Professional Services Hub, Ground Floor, 1 St Martin's Le Grand, London EC1A 4EU) |  |  |
| Employee & Manager | Calculate annual leave and agree when this will be taken. |  |  |
| Employee & Manager | Discuss and agree plans for maternity arrangements i.e. cover during the period of leave and any handover arrangements. |  |  |
| Manager | Provide expectant birth parent with a list of quiet, private spaces available at UCL to rest. |  |  |
| Manager | Ensure that the employee is aware that they are entitled to paid time off for antenatal classes. |  |  |
| Employee & Manager | Discuss and agree what type/level of contact there should be during the period of leave, e.g. regular phone calls from the manager, e-mail updates and newsletters, invitation to team social events, distribution lists. |  |  |
| Manager | If an employee takes maternity leave during the probationary period, the maternity will pause the probationary period. Ensure that the employee is aware that the probationary period will continue once they return from maternity leave. |  |  |
| Employee & Manager | Discuss and agree the use of KIT days (optional). |  |  |

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| **During parental leave** | | | |
| **Who** | **Action** |  | **Notes** |
| Employee | If you intend to take Shared Parental Leave, you will need to submit your Shared Parental Leave application form and Maternity curtailment form eight weeks before you intend to start this. |  |  |
| Employee | If you wish to alter your return date, ensure you have provided your line manager and HR Services 28 days’ notice before either the new date or the original date. |  |  |
| Employee & Manager | 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. |  |  |
| Manager | Consider any additional support or training requirements the employee may need upon their return. |  |  |
| Employee & Manager | Confirm your actual return date with your manager, including any annual leave which has been agreed. |  |  |

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| **Returning from parental leave** | | | |
| **Who** | **Action** |  | **Notes** |
| Employee & Manager | Arrange a handover meeting with your line manager regarding your responsibilities following your return from maternity leave and possible training and/or re-induction needs. |  |  |
| Manager | Arrange regular 1:1 meetings to discuss how the return is going. |  |  |
| Manager | Ensure that any KIT days have been logged and claimed for. |  |  |
| Manager | If the employee is breastfeeding, she is entitled to have time to express and rest. The University also provides private and quiet spaces for nursing mothers to use. |  |  |
| Employee | Read about the additional support available through the Parents and Carers Together network (PACT). |  |  |