

School of Mathematical and Physical Sciences

Notes for maternity, parental and adoption leave arrangements

(referred to as “the leave period”)

BEFORE YOUR MATERNITY/PARENTAL LEAVE:

For expectant mothers only: You should complete a **Risk assessment form for Expectant mothers** as soon as possible. The forms and guidelines for this can be obtained from the Health and Safety Website, or the School Administrator (see web link below). This form should be completed with your line manager and returned to Marguerite Gascoine as soon as possible.

For all staff intending to go on maternity / parental / adoption leave: You should **meet up with your line manager to carry out an SDR** at least two months before the start of your leave period to discuss arrangements for the duration of your absence. The following topics may help to steer this conversation:

1. Arranging additional support during the leave period

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arrangements to record activities and time spent during these KIT days should be made with your Line Manager before the start of your maternity leave wherever possible.

6. Buddy scheme:

Staff returning from leave sometimes feel left behind by developments within their departments during their leave period, or feel the need for additional support on their return. The School recognizes that this return can be a difficult time and has set up a buddy scheme is available to staff going on leave, pairing them with someone who has a similar role and has had periods of maternity / parental / adoption leave. Please let your Head of Department /School Administrator know if you would like to have a buddy assigned to you.

PLANNING FOR YOUR RETURN:

1. Use of accrued holidays to extend your leave:

Your normal holiday allocation will accrue for the period of your leave and these additional days can be used to extend your leave period, or as a regular day off per week, to reduce your working hours. If you are intending to use holidays accrued in this way, you should let your line manager know, as your actual return date (including leave) may be different to the return date given to HR (i.e. when your normal salary is paid).

2. Sabbatical on your return (for Academic staff only):

It is very important to protect your research career and returning from maternity/parental/adoption leave is a particularly difficult moment in this respect, and in normal circumstances it take quite some time to re-establish a research career following a break during which one's life balance is so considerably altered.

The School offers academic staff returning from leave either one term with no teaching, or two terms with a reduced teaching load. This will allow you to take advantage of the much needed long periods of uninterrupted time to be able to get back to speed with your research.

The School suggests that your sabbatical be used to this effect. You must follow the normal procedures for requesting sabbatical, in response to the annual request for applications from the Heads of Department, and be aware that your application is likely to be in competition with other requests. You should discuss with your line manager whether you can cash in some part of your sabbatical allowance early. This could relieve you of teaching duties and the supervision of project students in order to concentrate on catching up with research and rebuilding lost momentum in terms of grant income and publications. This is excellent practice and a perfect example of making a short term investment to achieve a long term aim.

3. Teaching and administrative duties on your return (for Academic staff only):

8. Lactation Room

The School can offer the use of a lactation room for mothers returning to work whilst they are still breastfeeding their babies, to allow them to express milk during working hours, and to return to work sooner than they might have considered otherwise. This facility includes a table, comfortable chairs, a lockable cabinet and a “do not disturb” sign. We also have a small fridge for use in your office, available to those using this facility so that they can store expressed milk in this fridge rather than use the shared fridges which staff and students use. For the Earley gate part of the campus, this facility is in the Agriculture building, and for the Whiteknights campus, it is in the JJ Thomson building. Please contact Marguerite Gascoine if you would like to use this.

Useful websites:

University Maternity policy:

http://www.rdg.ac.uk/humanresources/rdg-only/documents/maternity_policy.pdf

University Health and Well being policy

http://www.reading.ac.uk/humanresources/rdg-only/documents/employee_health_and_well-being_policy.pdf

Risk assessment forms for Expectant mothers:

<http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-sampleriskassessments.aspx>

CHECKLIST FOR STAFF AND THEIR LINE MANAGERS

Task / Responsibility	Staff taking leave	Line Manager / PI /
<p><u>Communicating your leave:</u></p> <p>Notification of HR and Line Manager</p> <p>Line Manager or HoD to announce this to others in the group / department explaining cover arrangements and email absence (discuss timing with the staff member).</p> <p>Discuss with other senior members of your group arrangements for group leadership while away (staff/line manager)</p> <p>Make arrangements with colleagues in Reading or elsewhere for responding to proposal or paper reviews that arrive in your absence (staff)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Completion of Expectant mothers' risk assessment form at the start and on return (for mothers only)</p>	<p><input type="checkbox"/></p>	<p></p>
<p><u>Make arrangements for cover during absence:</u></p> <p>Student supervision (UG / MSc projects / PhD student)</p> <p>Staff supervision (post-docs, admin staff and others)</p> <p>Discuss with Line Manager and Finance Administrator the possibility of getting an extension to the research grant funding your position</p> <p>Arrange cover for any teaching responsibilities during the absence</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><u>Email / phone Management:</u></p> <p>Get a new address from ITS to give to immediate colleagues</p> <p>Ask an administrator to check your emails during your absence</p> <p>Set an out of office email message for your absence</p> <p>Change your telephone answering message</p> <p>Transfer your calls to an administrator</p> <p>Arrange administrative cover for your absence</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

<p>Get someone to open your post during your absence, and action if necessary</p>		
<p><u>For those who act as signatories / authorizers:</u></p> <p>Make sure that these responsibilities are transferred to others:</p> <p>Expense claim forms</p> <p>OPMs and annual reports</p> <p>Purchase order signatories</p>		
<p><u>KIT days:</u></p> <p>Agree with your line manager what you will be willing to do during your absence and that this will be dealt with as KIT days</p> <p>Complete a KIT day diary during your leave and submit to the School Administrator on your return</p>		

Support during absence:

Arrange for a buddy during your absence

Arrange for Parents lunches ema9 0 TDTDTDTDTDT 6273TDT'D(e)Tj 39 0 TD()Tj 23 0 49998 0 0 -0.9998 777