



Long Term Family Leave

Supplementary Information and Guidance

Before you go

Checklist		Description
<input type="checkbox"/>	Speak to your line manager	<ul style="list-style-type: none"> Agree a communication schedule of how, when and why you'd want to be contacted whilst on leave. Ensure your personal contact details are up to date in HR Organiser so we can contact you if needed.
<input type="checkbox"/>	Stay Safe - if pregnant	<ul style="list-style-type: none"> Ensure you remain safe and comfortable at work Take regular breaks & keep in contact with your line manager about your comfort Review your DSE
<input type="checkbox"/>	Cancel your Essex subscriptions	Such as car parking permit or gym membership (if you're not using them)
<input type="checkbox"/>	Consider Shared Parental Provisions	Contact People & Culture for a discussion about the benefits and what to consider
<input type="checkbox"/>	Think about future childcare options	<ul style="list-style-type: none"> Wivenhoe Park Day Nursery is popular - think about waiting lists early. Tax-free Childcare Information
<input type="checkbox"/>	Take Some Holiday	It's important to take a break. Make sure you take some accrued annual leave .

During your leave

Checklist		Description
<input type="checkbox"/>	Payment of occupational and statutory pay (where applicable)	<ul style="list-style-type: none"> Will be paid in the same way as your salary and you will receive payslip
<input type="checkbox"/>	If the baby arrives/is placed earlier than expected	<ul style="list-style-type: none"> Maternity/Adoption leave and pay begins from the day after. This may effect shared parental plans leave and pay. Speak to People & Culture about this if you are unsure. If your baby requires neonatal care, you may be entitled to additional paid Neonatal Leave at the end of your family leave.
<input type="checkbox"/>	Pension Benefits	If you're a member of a scheme with death in service benefit, you'll remain covered even if you're not paying contributions
<input type="checkbox"/>	"Keeping in Touch" Days	You can work during your leave on scheduled days - speak to your line manager about this

Returning from leave

Checklist		Description
<input checked="" type="checkbox"/>	Meet with your ER Adviser	Usually 3 months prior to your return if you have been absent for 6 months or more. You'll find out what to expect on your return and have the opportunity to ask questions. <ul style="list-style-type: none">■ We'll inform you of the process, support and what you can expect on your return.
<input type="checkbox"/>	Annual leave	<ul style="list-style-type: none">■ You should make plans to take your accrued annual leave prior to returning
<input type="checkbox"/>	Pension Contributions	You may choose to make arrangements to make up your contributions over time. Contact the Reward Team .
<input type="checkbox"/>	Statutory Pay	If you return during a statutory pay week, make sure it's a full week or payment for the whole week will be lost
<input type="checkbox"/>	Flexible Working (if required)	If you request a change in hours or working pattern, we recommend initiating this process 3 months in advance of your return
<input type="checkbox"/>	Car Parking	Remember to re-apply for your permit