



Long Term Family Leave

Including Maternity, Adoption & Shared Parental Leave

Information and Guidance for Line Managers

As a line manager, you play an integral role in the day-to-day experience of those you line manage when at work. When staff experience life changing transition periods, you should be prepared to provide positive support. This includes when an employee lets you know they are expecting a child.

This practical guide should be used alongside the appropriate family leave policy and will outline your role in this process and provide tips to line managers supporting employees with period of long term family leave.

Understand your responsibilities

Checklist	
<input type="checkbox"/>	On hearing the news, congratulate them and set up a meeting to discuss more details. Ask when they would like the wider team to know.
<input type="checkbox"/>	Be aware of organisational/enhanced entitlements and statutory rights too - signpost them to People & Culture for an appointment to discuss entitlements in detail.
<input type="checkbox"/>	Meet in a way that works for you both. It doesn't have to be formal but should be supportive and encourage open dialogue. It's best to be in an agreed private space to encourage this. Ask them to make recommendations on how you can support them, understanding this is individual.

<input type="checkbox"/>	Complete a pregnancy risk assessment for pregnant staff. If you identify any medium/high risks, follow up with People & Culture.
<input type="checkbox"/>	Allow them reasonable paid time off to attend antenatal/adoption appointments. Allowances are set out in the family leave policies. It may be useful for you to diarise these so you can check in afterwards.
<input type="checkbox"/>	Encourage use of annual leave to take regular breaks before the new arrival. An appropriate amount of accrued annual leave hours should be taken prior to the start of any period of long term family leave.
<input type="checkbox"/>	Confirm the intended leave start date and prepare handover and cover. Ensure you have planned the transition, with regular check-ins, so there is no undue stress before the leave starts.

Before they leave

Checklist	
<input type="checkbox"/>	On hearing the news, congratulate them and set up a meeting to discuss more details. Ask when they would like the wider team to know.
<input type="checkbox"/>	Be aware of organisational/enhanced entitlements and statutory rights too - signpost them to People & Culture for an appointment to discuss entitlements in detail.
<input type="checkbox"/>	Meet in a way that works for you both. It doesn't have to be formal but should be supportive and encourage open dialogue. It's best to be in an agreed private space to encourage this. Ask them to make recommendations on how you can support them, understanding this is individual.
<input type="checkbox"/>	Complete a pregnancy risk assessment for pregnant staff. If you identify any medium/high risks, follow up with People & Culture.

Supporting their return

Checklist

<input type="checkbox"/>	Have a conversation about return to work and plans. Outline what they can expect from you and plan what they need to be re-introduced to together. Remind them to speak to P&C about returning too. Make them aware of changes to team, practice, systems etc.
<input type="checkbox"/>	Mat/Adoption - KIT days - use up to 10 occasions without affecting pay entitlements. 20 each are available during ShPL. These can benefit the team and employee by re-engaging them before official return.
<input type="checkbox"/>	Remember the employee accrues annual leave whilst they are off and must usually take this before returning.
<input type="checkbox"/>	Flexible Working - don't assume that parents will want part time work but if they ask for options review applications in line with University policy and procedures.
<input type="checkbox"/>	Do they need emotional or practical support - use of fridge to store milk if expressing or referral to mentor/coach if anxious about the transition.
<input type="checkbox"/>	Consider use of a buddy system to assist in their re-induction into the workplace. Assign the buddy appropriate duties, this should compliment but not take the place of effective management.
<input type="checkbox"/>	Schedule regular 121s and have an open door policy where possible to encourage them to seek support where needed.
<input type="checkbox"/>	Encourage time out to review professional development plans, goals and ambitions.