

FAMILY LEAVE

MATERNITY, ADOPTION, CHILDBIRTH/ADOPTION SUPPORT & PARENTAL

The School of Psychology & Clinical Language Sciences wishes to support individuals who are taking Family leave. We are committed to supporting all staff who require leave and are open to discussing flexible and creative solutions for managing the preparation to take leave, time away on leave and return to work. You should meet up with your line manager, at the earliest opportunity, to discuss arrangements for the duration of your absence.

Please ensure you look at the University's HR webpages, which will provide the University policy & procedures and include the necessary documentation/templates to notify HR.

Please note: This document is a collation of University policy and procedures for Family leave.

Before Family leave

Maternity - Expectant mothers should complete and return a *Maternity Leave Notification Form* to their line manager and the relevant HR Partner/Advisor at least 15 weeks before the baby is due.

A Risk Assessment form must be completed with your line manager as soon as possible. This should be reviewed, at least every three months and once again, upon your return.

Rest at work – We will provide a quiet, relaxing space for expectant mothers and breastfeeding employees to rest. Where necessary, we can provide a space for you to lie down.

Time off for antenatal care – You will be entitled to take reasonable time off, without loss of pay, to attend antenatal care appointments made on the advice of a medical practitioner, registered health visitor or registered midwife. You will need to show your line manager confirmation of your appointments.

Childbirth/adoption support leave (formerly paternity leave) – If you are taking time off because your partner is having a baby/adopting a child/having a baby through a surrogacy arrangement, then you may be eligible for paid leave for two weeks. The template to apply for this leave is on the HR webpage, towards the end of this document - *useful links*.

Adoption leave – Available to eligible employees who meet certain qualifying criteria in accordance with the University's Adoption Leave policy. http://www.reading.ac.uk/web/files/humanresources/humres-adoption_leave_policy.pdf

Parental leave – The University recognises that employees with dependent children may wish to take time off, in addition to paid annual leave, to look after a child or make arrangements for the child's welfare. http://www.reading.ac.uk/web/files/humanresources/humres-Parental_leave.pdf

Shared parental leave (SPL) - Available to employees who are expecting a child to be born or placed for adoption (whether through birth, adoption or surrogacy). It provides the option of sharing up to 50 weeks of leave and 37 weeks of pay if they meet the necessary eligibility criteria. A request should be submitted to your line manager (examples of requests are included in HR link).

SPCLS

Arranging additional support during the leave period

The School will make all necessary arrangements for cover of your duties, such as teaching and administrative responsibilities for the duration of your leave period. Teaching and research responsibilities, supervision of students/post-docs, if applicable, should be discussed with your line manager/DTL. .

Note to line manager: Approval needs to be sought from Head of School to provide cover (SRF to be submitted by line manager). *The additional workload for any appropriate staff member(s) taking on additional responsibilities will be recognised and noted in the workload model.*

Management of communications during absence

Before going on leave, please include pcls@reading.ac.uk as a contact for students, in your out of office email. This will ensure that all students are dealt with in a timely manner and that any staff member, who is on leave, does not feel that they have to reply to these emails. Your answer phone message should be modified, perhaps directing callers to the appropriate member of administrative staff. Ensure administrative staff are advised what you would like done with your post during your absence.

Buddy

Staff returning from leave sometimes feel left behind by developments within their School during their leave period or feel the need for additional support upon their return. The School recognizes that this could be a difficult time and has a buddy scheme available, for those that need it. We can put you in touch with someone who has a similar role and has also taken periods of family leave. Please let your line manager know if you would like a buddy assigned.

Additional support

Staff members who are planning leave may find it useful to hear about the experiences of other staff members. We therefore recommend that they speak to other staff who have been on leave. They can provide advice and ideas about how best to manage leave. Any staff members that are approached are expected to treat information shared with them sensitively and confidentially. If you would like to speak to someone and do not know who to approach, a member of the Gender and Diversity committee will be able to provide the names of suitable people.

Planning your return

Keeping in touch days (KIT)

Staff members who are entitled to Keeping in Touch (KIT) days are encouraged to take them (maximum of 10 days) however; there is no requirement to take these days. They are useful for planning your return to work, for activities such as planning teaching or research for after you do return to work. Also, for keeping up to date with research staff and/or PhD students. Staff members will be paid up to a maximum of their hourly/daily rate for any KIT days taken. These can be taken as separate days or a single block, by agreement with your line manager.

Shared parental leave in touch days (SPLIT)

If you are going on shared parental leave, you may attend work for up to 20 days during your leave period (either separate or single block) without losing any Shared Parental Pay (ShPP) or triggering the end of your leave.

The type of work you undertake on KIT/SPLIT days is a matter of agreement between you and your line manager.

PLEASE NOTE: There is no obligation to use KIT/SPLIT days.

Accrued annual leave

Your normal annual leave will accrue for the period of your family leave and these days can be taken to extend your leave period, or as a regular day off per week, to reduce working hours. Please notify your line manager if you are intending to use accrued leave in this way. It is likely to alter your return date, which will be different to the date you gave to HR (i.e. when your normal salary is paid).

Request for flexible working

Arrangements for flexible working should be made to your line manager and HoS. This may be for part time work, flexible working hours, compressed working hours, working from home etc.

<http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-flexibleworking.aspx>

Return to work

Upon your return, you should ensure you have a Return to work interview with your line manager (R:\School Information\Human Resources) and conduct a return to work risk assessment.

When staff members return to work, after a significant period of absence, they will be given a lighter workload for one year to the effect of 0.66 FTE for 1.0 FTE members of staff – *prorated for staff with reduced FTEs*- to facilitate their transition back to work. It is up to the individual member of staff how they use the time – whether that be to prepare for teaching, spend the time on research, reduced admin load etc.

University nursery facility

University staff are able to benefit from an excellent nursery facility "Little Learners Nursery". For further information, please visit their website - <https://www.rusu.co.uk/intheunion/nursery/>

Tax-free Childcare scheme

Parents are able to register for the Government's **Tax-free Childcare scheme**. This provides parents with children under the age of 12 up to £2000 a year per child to help cover childcare costs. For every £8 a parent pays in, the Government will pay in an extra £2.

Parents can **open an online account through the GOV.UK website**, which you can use to pay for childcare from a registered provider.

To qualify, parents will have to be in work – each parent must expect to earn at least £120 a week, to a maximum of £100,000 per annum.

An online calculate is available on the GOV.UK website to help determine whether you will be better off **gov.uk/childcare-vouchers-better-off-calculator**.

Please visit the **Childcare Choices** page for further information on the Tax-free Childcare and other schemes.

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. We can provide a small fridge, available to those using this facility, so they can store their expressed milk. Please contact Executive Administration Manager, if you would like to use this.

Useful links:**University Family leave**

<http://www.reading.ac.uk/internal/humanresources/policiesandprocedures/AbsenceandLeave/humres-familyleave.aspx>

Health & Wellbeing

<http://www.reading.ac.uk/internal/humanresources/WorkingatReading/HealthandWellbeing/humres-handwhome.aspx>

Occupational Health

http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-Occupational_Health.aspx

Risk Assessment Forms

<http://www.reading.ac.uk/internal/humanresources/policiesandprocedures/AbsenceandLeave/humres-familyleave.aspx>

University expectant mothers H&S policy and blank risk assessment form:

http://www.reading.ac.uk/internal/health-and-safety/hs-a-z/A-Z_mainpage.aspx?DSID=M

PCLS template (examples) risk assessment forms and how to guides for supervisors of staff/PG and UG student mothers : R:\School Information\Health & Safety\Expectant mothers_materials_and_RA_templates

CHECKLIST FOR STAFF

TASK	ACTIONED/NOTES
Before Family leave: Notification to your line manager and HR (available on HR link)	
Meeting with line manager/HoS to discuss timeline, including expected return date	
<input type="checkbox"/> Risk assessment with line manager. (Maternity) <input type="checkbox"/> Three monthly follow up risk assessment reviews	
Make arrangements for cover during absence <input type="checkbox"/> Student supervision (UG/MSc projects/PhD students) <input type="checkbox"/> Staff supervision (Post-docs, admin staff etc.) <input type="checkbox"/> Discuss with line manager and research accounts the possibility of getting an extension to research grant funding <input type="checkbox"/> Arrange cover for any teaching/administrative/research responsibilities during absence – <i>This can be discussed with DTL/RDL/DHoS, where appropriate. Consider any review of papers/grants submitted/supervision or project students.</i> <input type="checkbox"/> Professional support staff to discuss responsibilities/handover with line manager	
Email/telephone management <input type="checkbox"/> Set an out-of-office email message for your absence	

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<ul style="list-style-type: none"> <input type="checkbox"/> Change your telephone answering message <input type="checkbox"/> Ask an administrative member of staff to action your post, whether opening or forwarding, where appropriate. 	
<p>KIT/SPLIT days</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agree with your line manager what you will be willing to do during your absence and that this will be dealt with as KIT/SPLIT days <input type="checkbox"/> Complete KIT/SPLIT day diary during your leave and submit to Executive Administration Manager. 	
<p>Support during absence Arrange for a buddy during your absence</p>	
<p>Making plans for your return:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify the School and HR if there are any changes to your return date (according to HR guidelines on their webpage) <input type="checkbox"/> Discuss and agree with your line manager how you would like to return to work (full time/part time/using annual leave/flexible working etc.) <input type="checkbox"/> Arrange a Return to work interview with your line manager. <input type="checkbox"/> Discuss and agree with your line manager duties and responsibilities upon your return. <input type="checkbox"/> Discuss your plans for the following year. <input type="checkbox"/> Complete a risk assessment (Maternity), with your line manager, upon your return to work. 	

CHECKLIST FOR LINE MANAGERS

TASK	ACTIONED/NOTES
Meet with staff member taking leave to discuss timeline, including expected return date (include duties that need covering)	
Complete a risk assessment with staff member requesting Maternity leave. Arrange follow up RA every three months.	
Discuss with School management re: cover and then submit a staffing request form	
Announce imminent absence and cover arrangements to colleagues.	
Discuss KIT/SPLIT days & arrange a buddy, if requested.	
<p>Return to work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange a Return to work interview with the member of staff. <input type="checkbox"/> Complete a Return to work risk assessment 	