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| **Maternity Leave - Work Planning Template** |
| **Guidance** |
| This template aims to support you and your manager in deciding how best to cover any continuing work needs during your maternity leave and to help support a smooth return to work. It should be read in conjunction with the Maternity Policy and the additional guidance available within the Maternity Leave Toolkit.**Before maternity leave**This document should help you prepare for maternity leave knowing that your work is well planned and effectively handed over. The following questions will help you to think about a careful plan of how your work can be managed and will enable you and your manager to have a focused discussion about cover arrangements (if applicable):* What do you need to complete before you go on leave and what help do you need to complete it (and from whom)?
* What are the key projects/pieces of work that you are working on that you think will need to continue through your leave? Your manager should consider how these can continue during your leave.
* What cover do you think is required to ensure that your role and its requirements are met during your leave? Discuss this with your manager, so that they can consider things like - the type of cover required; skills/knowledge required; where the cover would come from (externally/internally); funding implications etc.
* What are the risks/impact (if any) of the above not being addressed? Can they be mitigated in any way?

Your manager may find the following template useful in noting down the main points for consideration that come out of your discussion, with the actions required for a successful maternity cover.  |

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| **During maternity leave** |
| **Guidance** |
| You have the equivalent of 10 optional “Keep in Touch Days” (KIT) that you can use during your maternity leave, subject to the agreement of your manager. It is important to ensure that you feel that these KIT days are used in the best way for you and your work, and that you feel it is time well spent. KIT day activities could be: meetings; undertaking a review of a project; updating yourself on key changes in your subject area or the team you work in; undertaking some critical project work; spending some time with your colleagues to get up to speed with what they are doing. Factors you may wish to consider in discussion with your manager, when determining if/how these days could potentially be used are:* What do you think you might need to keep up to date with during your maternity leave?
* How can you use your KIT days to fulfil these requirements?
* When do you envisage wanting to use your KIT days, and if relevant, who would you need to have available to support you?

Your manager may be able to help provide advice on suitable uses for KIT days.You may also find it helpful at this stage to start considering whether you intend to make a request for flexible working. Although requests will be considered promptly, you must send in your request at least three months before you wish the change in working arrangement to take effect. The University of Edinburgh is committed to supporting employees who are new parents.As part of this commitment, the University has invested in a [‘Returning Parents’ Coaching Programme](https://www.edweb.ed.ac.uk/human-resources/policies-guidance/leave-absence/returning-parents-coaching), providing you with expert support to help your transition back into the workplace. As the initial set up call is arranged for between six and eight weeks prior to your return, you should start to think about whether you wish to apply for the programme in advance of returning to work.  |

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| **Preparing for your return to work** |
| **Guidance** |
| Coming back from maternity leave can be an exciting time, but it is recognised that it can also be a challenge in some ways, returning to work after any extended break. To help you best plan for your return it is recommended that you consider the following questions and have appropriate discussions with your manager to plan for a successful and effective return:* Is there anything that you need your manager/team or colleagues to prepare ready for your return to work?
* How would you like your first few days to be organised/structured to ensure that you have an effective return into the workplace?
* What support do you need from your manager (e.g. time, briefing etc.) in the early days of your return to enable an effective return to work?

If you have any concerns in relation to your return to work, these should be raised with you manager, to consider how they may be mitigated or addressed. |

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