**School of Psychology & Neuroscience**

**‘Planning for Family-related Leave’**

The following checklists are intended to be helpful to i) any member of staff (research, academic, professional) who is planning to take a period of family-related leave and ii) their Line Manager. The checklists cover some of the University procedures for taking family-related leave, describe the types of support that are available, and clarify the responsibilities of the staff member and Line Manager.

If you have additional questions, please feel free to contact [Human Resources](https://www.st-andrews.ac.uk/hr/). All of the University’s family-related policies can be found on the University’s central [policy database](https://www.st-andrews.ac.uk/policy/search/?form=partial&profile=_default&query=!nullquery&collection=uosa-meta-policy&f.Category|keyterm1=Staff&f.Category|keyterm2=Annual+leave+and+other+absence&start_rank=1), and relevant links can also be found on the School’s [Equality, Diversity & Inclusion Policies](https://www.st-andrews.ac.uk/psychology-neuroscience/about/equality-diversity/policies/) webpage.

Sections of the document:

1. Staff member’s checklist
2. Line Manager’s checklist
3. Appendix 1: Leave consultation form
4. Appendix 2: Returning to work form

|  |  |
| --- | --- |
| **Name of staff member taking leave:** |  |
| **Type of leave being taken:** |  |
| **Planned start date of leave, if known:** |  |
| **Name of Line Manager:** |  |

1. **Staff member’s checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Before leave** | | |
| 1. | Make sure you read the relevant family-related leave policies (e.g., maternity, paternity or adoption leave), which are on the University’s [policy database](https://www.st-andrews.ac.uk/policy/search/?form=partial&profile=_default&query=!nullquery&collection=uosa-meta-policy&f.Category|keyterm1=Staff&f.Category|keyterm2=Annual+leave+and+other+absence&start_rank=1). | |  |
| 2. | Have a look at the Shared Parental Leave policy on the University’s [policy database](https://www.st-andrews.ac.uk/policy/search/?form=partial&profile=_default&query=!nullquery&collection=uosa-meta-policy&f.Category|keyterm1=Staff&f.Category|keyterm2=Annual+leave+and+other+absence&start_rank=1), which outlines the option for sharing maternity leave with a partner. | |  |
| 3. | Let your Line Manager know that you are planning to take leave as soon as possible. | |  |
| 4. | If you are planning to take Maternity leave, let HR know that you plan to take leave no later than 15 weeks before the due date, using the Maternity Leave Notification form, which can be found in the Maternity Leave policy. | |  |
| 5. | Have a Leave Consultation Meeting with your Line Manager (ideally within two weeks of the leave period being requested). At this meeting, use the Leave Planning form (**Appendix 1**) to guide discussions about i) what roles and duties need to be covered and ii) what support you need both during the period of leave, such as research assistance, and after returning to work, such as a phased return to full duties, time to undertake training, or additional resources). If you would like to update the agreed plans before leave starts, contact your Line Manager to arrange a second meeting. | |  |
| 6. | Consider joining one of the University’s [mentoring schemes](https://www.st-andrews.ac.uk/capod/staff/coachingandmentoring/mentoring/) as a means of discussing what support you need both during the leave period and after returning to work. |  | |
| 7. | If you are pregnant and/or plan to breast-feed after returning to work, seek advice from the School’s Health & Safety Officer ([psyscman@st-andrews.ac.uk](mailto:psyscman@st-andrews.ac.uk)) to make sure that your working conditions are safe both prior to leave and on returning. | |  |
| 8. | Take a look at the Flexible Working policy, which can be found on the University’s [policy database](https://www.st-andrews.ac.uk/policy/index.php). If you are interested in changing your working patterns or number of hours on returning to work, discuss this option with your Line Manager, and complete the relevant application form (which can be found in the appendix of the Flexible Working policy). The process can potentially take up to 3 months. | |  |
| 9. | Discuss with your Line Manager when any outstanding annual leave will be taken. You will continue to accrue annual leave during maternity/paternity/ adoption leave, which you might want to take immediately after returning. | |  |
| 10. | If you are pregnant, you are entitled to paid time off work to attend antenatal appointments, as outlined in the [Antenatal Appointment policy](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-family-friendly-leave/antenatal-appointment-policy.pdf). If some of your duties need to be covered while you are attending appointments, let your Line Manager know in advance, so that adequate cover can be arranged. | |  |
| 11. | Agree with your Line Manager how much contact you would like when you are on leave and how you would like to be contacted (e.g. email/text/phone). You are not obliged to remain in contact during leave, but you might prefer to be kept up-to-date about key events, announcements or developments (also see KIT/SPLIT days below). | |  |
| 12. | If you are taking Maternity Leave, you are entitled to take Keeping in Touch (KIT) days (up to 10 days in total), which provide you with the opportunity to engage in work-related activities (e.g., training activities, team catch-ups). For Shared Parental Leave, you can take Shared Parental Leave in Touch (SPLIT) days (up to 20 days in total). You will receive a days’ salary payment for each (full or part) KIT or SPLIT day. You are not obliged to take KIT/SPLIT days, and you do not need to decide until during the leave. | |  |
| 13. | Take a look at the University’s Caring Fund (up to £1k per annum per applicant), which provides financial help to staff with caring responsibilities to engage in work-related activities, such as attending conferences. Information about the scheme can be found [here](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-family-friendly-leave/caring-fund-procedure.pdf), and the application form can be found on the University’s [policy database](https://www.st-andrews.ac.uk/policy/index.php). | |  |
| 14. | ***You may find the following information and resources useful*:**   * + - * [Childcare Vouchers scheme](https://www.st-andrews.ac.uk/hr/salariesandpensions/childcarevouchers/)       * [Nurseries and childcare information](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/) * [Parental Leave policy](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-family-friendly-leave/parental-leave-policy.pdf) (unpaid leave to look after a child’s welfare) * [Sickness Absence policy](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-ill-health/internal/sickness-absence-policy.pdf)   + - * [Special Leave policy](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-special-leave/special-leave.pdf) (includes compassionate leave and time off for emergencies)       * [Staff Discount scheme](https://www.st-andrews.ac.uk/staff/money/staffdiscountscheme/) | | |
|  | **During leave** | | |
| 1. | The [Staff Parents and Carers Network](https://www.st-andrews.ac.uk/hr/edi/carers/staff-network/) provides a peer support for staff in the University, and you can sign up for emails about relevant events. | |  |
| 2. | If you expect to need resources (e.g., space for breast-pumping, a small refrigerator for milk or other items), please contact the School Manager in advance of returning, so that suitable arrangements can be made. | |  |
| 3. | If any circumstance that might affect your health and safely within the workplace have changed, contact the School’s Health & Safety Officer ([psyscman@st-andrews.ac.uk](mailto:psyscman@st-andrews.ac.uk)) to make sure that your workplace is safe for your return to work. | |  |
| 4. | If taking Maternity Leave or Shared Parental Leave, consider taking KIT/SPLIT days during your period of leave (see point 12. above). The financial benefits of taking these days are normally greatest during the periods of statutory maternity pay. | |  |
| 5. | ***External organisations and support agencies:***   * [Adoption UK](https://www.adoptionuk.org/) * [Families First](http://www.familiesfirststandrews.org.uk/) * [Gingerbread](https://www.gingerbread.org.uk/) * [Information for parents with disabilities (NHS)](https://www.nhs.uk/conditions/social-care-and-support-guide/) * [Miscarriage Association](https://www.miscarriageassociation.org.uk/) * [National Childbirth Trust](https://www.nct.org.uk/) * [Parenting Across Scotland](https://www.parentingacrossscotland.org/info-for-families/parents-and-carers.aspx) * [Sands: stillbirth and neonatal death charity](https://www.sands.org.uk/) * [Single Parents](http://www.singleparents.org.uk/) * [Stonewall parenting rights information](https://www.stonewall.org.uk/help-advice/parenting-rights) * [Tommy’s](https://www.tommys.org/) | | |
|  | **After leave** | | |
| 1. | Have a ‘Return to work’ meeting with your Line Manager, ideally within two weeks of your return. At the meeting, review the agreement made during the original Leave Consultation Meeting, and make any necessary revisions to the support and workload plan that was previously agreed. | |  |
| 2. | Have an additional ‘Return to Work’ meeting with your Line Manager approximately three months after returning to work, if you would like to discuss your current support and working arrangements. Such meetings can continue on a regular basis until the staff member and Line Manager both feel that the meetings are no longer necessary. | |  |
| 3. | Consider submitting an application to the University’s Caring Fund (up to £1k per annum per applicant). Information about the scheme can be found [here](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-family-friendly-leave/caring-fund-procedure.pdf), and the application form can be found on the University’s [policy database](https://www.st-andrews.ac.uk/policy/index.php). | |  |
| 4. | Consider joining one of the University’s [mentoring schemes](https://www.st-andrews.ac.uk/capod/staff/coachingandmentoring/mentoring/) or undertaking [coaching](https://www.st-andrews.ac.uk/capod/staff/coachingandmentoring/coaching/) as a means of gaining support and mentorship during the return to work period. | |  |
| 5. | Within the first six months of returning to work, please contact the School’s Equality, Diversity & Inclusion (EDI) Officer ([psyequal@st-andrews.ac.uk](mailto:psyequal@st-andrews.ac.uk)), if you are willing to have a short, confidential meeting with the EDI Officer to provide your thoughts on whether the School’s support processes and policies have been helpful and whether you could suggest improvements. | |  |
| 6. | ***You may find the following information and resources useful:***   * [Staff Parents and Carers Network](https://www.st-andrews.ac.uk/hr/edi/carers/staff-network/) * [Junior Saints at the Sports Centre](https://www.st-andrews.ac.uk/sport/lessonsandcoaching/junior/) * [Parental Leave](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-family-friendly-leave/parental-leave-policy.pdf) (unpaid leave to look after a child’s welfare) * [Special Leave](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-special-leave/special-leave.pdf) (includes compassionate leave and time off for emergencies) | | |

1. **Line Manager’s checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Before leave** | | |
| 1. | Make sure you have read the relevant family-related leave policy, including the Shared Parental Leave policy, which can all be found on the University [policy database](https://www.st-andrews.ac.uk/policy/search/?form=partial&profile=_default&query=!nullquery&collection=uosa-meta-policy&f.Category|keyterm1=Staff&f.Category|keyterm2=Annual+leave+and+other+absence&start_rank=1). |  | |
| 2. | Once you have been informed by a staff member that they plan to take leave, you are responsible for organising a Leave Consultation Meeting (which will ideally take place within two weeks of you being informed). At this meeting, use the Leave Planning form (**Appendix 1**) to guide discussions about what duties need to be covered and support is needed, such as a phased return to full duties or additional resources. The Line Manager is responsible for organising cover for all of the essential duties. |  | |
| 3. | If the staff member is pregnant, ensure that they have contacted the School’s Health & Safety Officer ([psyscman@st-andrews.ac.uk](mailto:psyscman@st-andrews.ac.uk)) and completed all relevant risk assessments, so that their working conditions are safe both prior to and after leave. | |  |
| 4. | If the staff member is interested in Flexible Working (which can be found on the University’s [policy database](https://www.st-andrews.ac.uk/policy/search/?form=partial&profile=_default&query=!nullquery&collection=uosa-meta-policy&f.Category|keyterm1=Staff&f.Category|keyterm2=Annual+leave+and+other+absence&start_rank=1)), discuss this option at the Leave Consultation Meeting. The staff member must complete the relevant application form (which can be found in the appendix of the Flexible Working policy). |  | |
| 5. | Organise relevant cover for the staff member’s duties (e.g., teaching, administration, supervision of postgraduate students), which might include contacting [Human Resources](https://www.st-andrews.ac.uk/hr/) to request a replacement post[[1]](#footnote-1). The staff member taking leave is not responsible for organising the cover, but the staff member is expected to help by providing relevant information about their current duties and responsibilities. |  | |
| 6. | If the staff member is taking Maternity Leave or Shared Parental Leave, ensure that they are aware of Keeping in Touch (KIT) days and Shared Parental Leave in Touch (SPLIT) days, which provides staff with the opportunity to engage in work-related activities (e.g., training activities, team catch-ups) and receive a days’ salary payment for each (full or part) KIT or SPLIT day. Staff are not obliged to take KIT/SPLIT days and should not feel under any obligation or pressure to take them up. |  | |
| 7. | Ensure that the staff member is aware of the University’s Caring Fund (up to £1k per annum per applicant), which provides financial help to staff with caring responsibilities to engage in work-related activities, such as attending conferences. Information about the scheme can be found [here](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-family-friendly-leave/caring-fund-procedure.pdf), and the application form can be found on the University’s [policy database](https://www.st-andrews.ac.uk/policy/index.php). |  | |
|  | **During leave** | | |
| 1. | If the staff member has requested to be contacted during leave, ensure that the staff member is kept up-to-date with any key events, developments or announcements (including promotion/regrading deadlines) via the requested communication route, and notify the staff member of any changes to working conditions that might impact their health or safety on returning to work. Give plenty of notice of upcoming events. |  | |
| 2. | If any circumstance that might affect the health and safely of the staff member within the workplace have changed, ensure that the relevant risk assessments have taken place and that the workplace is safe for the returning staff member. | |  |
|  | **After leave** | | |
| 1. | Organise a ‘Return to work’ meeting between yourself with the staff member, ideally within two weeks of the return date. At the meeting, review the agreement made during the original Leave Consultation Meeting, and make any necessary revisions to the support and workload plan that was previously agreed. |  | |
| 2. | Encourage the staff member to join one of the University’s [mentoring schemes](https://www.st-andrews.ac.uk/capod/staff/coachingandmentoring/mentoring/) or undertaking [coaching](https://www.st-andrews.ac.uk/capod/staff/coachingandmentoring/coaching/) as a means of gaining support during the return to work period. |  | |
| 3. | Offer to hold an additional ‘Return to Work’ meeting with the staff member approximately three months after the return to work date, in case the staff member would like to discuss your current support and working arrangements. Such meetings can continue on a regular basis until the staff member and Line Manager both feel that the meetings are no longer necessary. |  | |
| 4. | Encourage the staff member to contact the School’s Equality, Diversity & Inclusion (EDI) Officer ([psyequal@st-andrews.ac.uk](mailto:psyequal@st-andrews.ac.uk)) within the first six months of the return to work date. The EDI Officer would like to have a short, confidential meeting with staff member to gain feedback on whether the School’s support processes and policies have been helpful and hear any suggestions for improvements. |  | |

**Appendix 1**

**Leave Consultation meeting Date of meeting:**

The staff member and Line Manager should each keep a copy of the signed Leave Consultation form.

|  |
| --- |
| **Current roles and duties that require covering during the leave period** |
| Roles and duties that need to be covered might include administration duties, teaching, technical expertise, line management of staff, supervision of students, research, committee work, etc. |
| **Plans for covering these roles and duties** |
| Line Managers are responsible for organising cover for essential duties |
| **Support that would help the leave-taker before, during and after the period of leave** |
|  |
| **Agreed support that will be provided to the leave-taker** |
|  |

**Signatures**  Staff member taking leave: …………………………………………………………………………………..

Line Manager: …………………………………………………………………………………..

**Appendix 2**

**Return to Work meeting (first meeting) Date of meeting:**

|  |
| --- |
| **Do you have all of the support that you need now that you have returned to work?** |
|  |
| **Do you need any additional training or support with career development?** |
|  |

**Return to Work (second meeting) Date of meeting:**

|  |
| --- |
| **Do you have all of the support that you need now that you have returned to work?** |
|  |
| **Do you need any additional training or support with career development?** |
|  |

1. Salary costs of ‘education-focused’, ‘research and teaching-focused’ and ‘professional’ replacement staff are charged to the School’s salary budget; ‘research only’ replacement staff might be covered by the relevant funder. [↑](#footnote-ref-1)