

## Staff member's Checklist – During Maternity Leave

Area	Activities	Done
Notice Periods	Communicate with your line manager at the earliest point when you plan to return to work or extend leave	
Annual Leave	If not done before leave, discuss with your line manager the possibility of a phased return using accrued annual leave	
Flexible working	Discuss flexible working or reduced hours with your manager in advance of returning.	
	Consider childcare arrangements in advance of returning as some nurseries have waiting lists.	
Keeping in touch	Arrange Keeping in Touch (KIT) days with your line manager or revisit the schedule you made before leave. (Try to avoid the Statutory Maternity Pay period as this can affect your pay.)	
	It may be helpful to log in periodically (if possible) to maintain account access	
Self-care	Seek support if you are worried or concerned about returning to work (counselling is prioritised for people with children under 1) – <a href="#">Support – Maternity Support</a>	
	Enjoy your baby and time off. Work can wait; prioritise your health and wellbeing.	