

Manager's Checklist – During Maternity Leave

Area	Activities	Done
Policy & Rights	Inform the employee of the procedure for returning from leave early or extending leave if necessary	
	Find information on breastfeeding facilities in anticipation of the employee's return	
	Review the Flexible Working policies and confirm with the member of staff if they want to apply for this	
Annual Leave	If not done before leave, discuss the possibility of a phased return using accrued annual leave	
	Ensure annual leave allocation is still accurate	
Keeping in touch	Arrange Keeping in Touch (KIT) days or revisit the schedule made before leave	
	Ensure you contact the employee to check in and provide necessary updates and informal social events as agreed	
	Ensure you inform the employee of promotion or educational development/CPD opportunities, potential redundancies, or reorganisations that would impact their job. This is a legal requirement.	
	Ensure you are aware of how to process pay for KIT days	
	Check maternity leave end date has not changed and is correct in eESS. If the end date has changed, ensure it is updated on eESS. This is so the employee gets paid.	
Occupational Health	Ensure employee is aware of flu and covid vaccination programmes relevant to their role	
	Ensure the staff member is aware of and able to access Occupational Health services for support with any pre-existing or new health conditions ahead of their return to work	
Support	Remind the employee that they are still able to access the support available in the Staff Support section of the website	