Ensure you have read and are familiar with the details in the Parents policy.

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Prior to leave;** | | **When to do it** | **Done/ discussed** |
|  | Ensure your employee has a copy of the Parents policy and FAQs | As soon as possible. |  |
|  | If they are pregnant;  Arrange for a risk assessment to be completed | As soon as you have been told about the pregnancy. |  |
|  | Check if they want to discuss their leave options and/or questions with HR Direct, if so ensure they have their contact details – 0117 93227700 (27700) or [HRDirect@nhsbt.nhs.uk](mailto:HRDirect@nhsbt.nhs.uk) | As soon as you have been told about the pregnancy/adoption. |  |
|  | Organise a meeting to discuss with your employee;   * When they want to start their leave * What type of leave they want to take (if they are taking shared parental leave discuss how they want to take the leave and confirm if this can be facilitated or not) * How long they want to take off work (if they know) * If they are planning to return to work at the end of their leave * Whether they wish to use any KIT or SPLIT days during their leave * What annual leave they will have prior to their leave and when this will be taken * If they are pregnant, what time off they will need for antenatal appointments | As soon as possible after you have been told about the pregnancy/adoption. |  |
|  | Discuss the best option for keeping in contact during their leave to keep them informed of any changes/developments in the workplace | Prior to the start of your employee’s leave. |  |
|  | Ensure they have completed the relevant Parents leave form | Before 15th week before the placement or child is due. |  |
|  | If you have been given your employee’s MatB1, the Surrogate mother’s MatB1 or Matching certificate send this to HR Direct (NHSBT, Filton, 500 North Bristol Park, Northway, Filton, Bristol, BS34 7QH) | Before 15th week before the placement or child is due |  |
|  | Ensure any relevant IT equipment they use is taken back to hold during their leave  (unless they are taking small discontinuous blocks of Shared Parental leave and therefore it would be eaier for your employee to hold on to the equipment) | Prior to the start of your employee’s leave. |  |
| **At the start of the leave** | | **When to do it** | **Done/ discussed** |
|  | For Maternity/Adoption - complete and submit the start of maternity leave notification form (ESR-FRM-117) and email this to Pay Support Processing | At the start of the maternity/adoption leave |  |
|  | For Shared Parental leave – ensure your employee has completed the Shared Parental leave form (link under policies on Intranet) and submitted to Pay Support Processing if they have not already done so | At the start of the Shared Parental leave |  |
| **After the birth/placement;** | | **When to do it** | **Done/ discussed** |
|  | If KIT/SPLIT days have been agreed ensure your employee has IT/Centre access on those days | Prior to the KIT/SPLIT days |  |
|  | Complete KIT/SPLIT notification form (ESR-FRM-118) and submit to Pay Support Processing | On day KIT/SPLIT day is taken |  |
|  | Ensure you keep in contact as agreed | As agreed with your manager |  |
|  | If Shared Parental leave is being taken in discontinuous blocks ensure an email reminder is sent to Pay Support ([PaySupportParentalLeave@nhsbt.nhs.uk](mailto:PaySupportParentalLeave@nhsbt.nhs.uk)) to advise them of the return date and new start date of the next block of leave (include your employee’s full name and employee number) | At the end of discontinuous block of SPL and start of next block |  |
| **In preparation for your employee’s return to work;** | | **When to do it** | **Done/ Discussed** |
|  | Check they have confirmed their return to work date at least 28 days prior to their return **IF** they want to return earlier than stated on their form | 28 days before date want to return |  |
|  | If they have advised you they will need to express milk when they return to work organise another risk assessment and confirm if suitable arrangements can be made for her | As soon as possible prior to their return |  |
|  | Complete maternity/adoption return to work notification form (ESR-FRM-119) and email this to Pay Support – changes.  *(Note. You need to ensure the form is sent in time for it to be processed in the month your employee is returning therefore you will need to check the Pay submission date deadline for the month and ensure their form is sent prior to the deadline date.)* | By the payroll submission date for the month your employee is due to return. |  |

**Note. Remember that the maximum amount of Maternity/Adoption leave is 52 weeks. If your employee doesn’t return to work it may affect their right to Occupational Maternity/Adoption pay.**