



## University of Oxford Department of Psychiatry Parental Leave Checklist

The following checklist can be used to prompt your own research or planning, or as a guide during meetings with the Departmental HR Manager or your line manager. It covers aspects for consideration before your leave, during your leave, and after you return to work if you choose to do so. It may be appropriate to consider the checklist as a whole as you begin your planning and return to some sections at a later date.

### 1) Before parental leave

- a) Check University policy details and how they will affect you.
  - i) ☐ Have you received a copy of the Departmental Guide for Parents and Carers?
  - ii) ☐ Do you understand your leave entitlement?
  - iii) ☐ Does your line manager understand your leave entitlement?
- b) Arrange meetings with you line manager to discuss changes
  - i) ☐ Do you need regular meetings while on leave?
  - ii) ☐ Have you been open about what needs to be done in your absence and how you would like to come back to projects on your return?
  - iii) ☐ What are yours and your manager's priorities?
- c) Inform departmental HR
  - i) ☐ Have you meet with the Departmental HR Manager to receive guidance and contacts relevant to your leave preparation?
  - ii) ☐ Have you completed a risk assessment?
  - iii) ☐ Have you completed a Parental Leave Plan and passed this to HR with MatB1 form if you are the pregnant person?
  - iv) ☐ Have you discussed shared parental leave options?
  - v) ☐ Do you have a plan for using any annual leave accrued during your parental leave?
- d) Shared parental leave
  - i) ☐ Have you had the opportunity to discuss and consider shared parental leave?
  - ii) ☐ Are you aware that if you want to use shared parental leave you must give 8 weeks' notice before the intended start?

- iii) ☐ Will sharing parental leave impact on your leave plans / length?
- iv) ☐ Are there any special events or conferences which you would like to attend?
- e) Handover plan
  - i) ☐ Have you discussed your main projects and collaborators with your line manager?
  - ii) ☐ What parts of your work will need to continue while you are on leave?
  - iii) ☐ Can you prepare a plan for use in your absence by your line manager and other team members?
  - iv) ☐ Do you need to prepare your desk or office space for shared access?

## 2) During parental leave

- a) Keeping in touch (KIT) days
  - i) ☐ Set out a plan for KIT meetings and content
  - ii) ☐ Who will be your contact?
  - iii) ☐ How regular should these meetings be?
- b) How would you like to be contacted?
  - i) ☐ Work email
  - ii) ☐ Other work communication method (e.g., Slack)
  - iii) ☐ Home email
  - iv) ☐ Telephone
  - v) ☐ Postal letter
  - vi) ☐ All potential options for communication are acceptable
- c) Do you have IT support and equipment if you plan to work while on leave?
  - i) ☐ Do you have access to a computer?
  - ii) ☐ Do you have a reliable internet connection?
  - iii) ☐ Are you able to securely access any shared files on your computer? Is the required software (for example Microsoft Teams or the Virtual Private Network access protocols) installed on your computer?
- d) Working on leave
  - i) ☐ Do you plan to attend any training?
  - ii) ☐ Will you return for KIT days?
  - iii) ☐ Are there any special events or conferences which you would like to attend?
- e) Length of leave
  - i) ☐ Is your planned return date set out in your maternity plan?
  - ii) ☐ Are you aware that if you want to change the date you return you must give 8 weeks' notice?
- f) Shared parental leave
  - i) ☐ Have you had the opportunity to discuss and consider shared parental leave?

- ii) ☐ Are you aware that if you want to use shared parental leave you must give 8 weeks' notice before the intended start?
- iii) ☐ Will sharing parental leave impact on your leave plans / length?
- iv) ☐ Are there any special events or conferences which you would like to attend?

### 3) Returning to work

#### a) Prepare and agree a hand-back plan

- i) ☐ Have you discussed with your line manager your open projects and how you can return to them?
- ii) ☐ Is there new work? Have any new projects started?
- iii) ☐ Do you have open projects which need finishing?

#### b) Meet new colleagues

- i) ☐ Have there been any changes in roles which might affect your post?
- ii) ☐ Will your return impact on your colleague's role?

#### c) Technical support

- i) ☐ Do you have IT access (email / network)?
- ii) ☐ Do you have a suitable desk or office space?
- iii) ☐ Do you need any new equipment to allow for changed work patterns?
- iv) ☐ Is your building access up to date?
- v) ☐ Are there any new systems which you require training on?

#### d) Departmental support

- i) ☐ Have you considered applying for the Returning Carers' Fund<sup>1</sup>?

#### e) Do you need a plan for a change in your working routine?

- i) ☐ Have you discussed the likelihood that childcare may require increased flexibility and alternative plans?
- ii) ☐ Will you require access to a private room to express and store chest/breast milk?
- iii) ☐ What arrangements have you made to use your annual leave?

#### f) How will you approach your work load?

- i) ☐ Do you need to make any adjustments for flexible working or changes to projects?
- ii) ☐ Do you need to reassess any deadlines?

#### g) How will any changes affect your career development?

- i) ☐ Will a new work / life balance affect your planning?
- ii) ☐ Do you have plan of how to keep your career on course incorporating these changes?

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<sup>1</sup> <https://edu.admin.ox.ac.uk/returning-carers-fund>