

<p>In the time leading up to the expected date of birth, discuss with the staff member any additional requirements or special arrangements they may require prior to commencing parental leave. E.g. medical and prenatal appointments, rest breaks, changes to schedules or workload.</p>	
<p>Organise a time to meet with the staff member and together discuss how their workload may be managed during their absence. Planning the handover together is highly beneficial to the staff member and the team.</p>	
<p>"Keeping in touch" may help a staff member continue to engage with the University during their absence, and make it easier when they are due to return to work.</p> <p>Each staff member will be different as to how they might like to keep in-touch and the communication channel they prefer. Some staff members may also request no communication during their time on leave.</p> <p>Discuss "keeping in touch" options with the staff member during their leave. This could be:</p> <ul style="list-style-type: none"> A monthly phone call/email Quarterly work updates Invitations to social events and visits No contact Be prepared to discuss other ideas 	
<p>Meet with the staff member to specifically discuss their leave plans and arrange a conversation before they start leave.</p>	

Consider contact with the staff member while they are on leave about any significant changes in the workplace which impact them. For example, there is a requirement to inform and consult with a staff member about a restructure which is likely to affect them while they are on parental leave.

Consider any additional support that the returning staff member may need.	
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