



Providing Support to Employees and Effectively Planning for Maternity Leave

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Welcome



Training Outline

- Writing a maternity leave checklist to ensure all avenues of support and communications are provided and signposted by managers
- Guidance for managers: identifying what plans for staff absence need to be implemented during employee maternity leave
- Tips for ensuring staff are aware of the maternity leave policy, such as shared parental leave offers or KIT days
- Engaging with the employee to address any challenges during her pregnancy and to establish appropriate levels of communication

Business Case



Business Case

- Retention
- Progression
- Gender diversity
- Attraction
- Productivity
- Wellbeing
- Clients



Lived Experience



Lived Experience

- Physical impact
- Equality begins at home
- Flexible working matters
- Motherhood and progression
- Wellbeing/Confidence
- 50% struggle with mental load
- Employee support is ad hoc
- Cultural fit

Framework

1. Preparation for leave
2. Parental leave
3. Preparation for the return
4. Return to work



Framework – Prep for Leave

- HR process
- Risk assessments
- Ante-natal appointments
- Maternity cover
- Handover
- Agree a communications plan
- Offer 1:1 support - parental coaching, mentor or buddy

Framework – Parental Leave

- Congratulate employee on birth
- Implement communications plan
- Flexible working conversations
- Training/promotion opportunities
- Salary/benefit reviews

Framework – Prep for the Return

- Keep in Touch days
- Agree a working pattern
- Phased return
- Arrange a re-orientation
- Offer 1:1 support - parental coaching, mentor or buddy
- IT/security access

Framework – First 90 Days

- Phased return
- Re-orientation
- Workspace set up
- Identify any training needs
- Monthly check-ins
- 1:1 support – parental coaching, mentor or buddy
- Trial and evaluate working pattern

Flexible Working Matters

- Why?
- What are the options?
- Outcomes focus
- What's inflexible?
- Visibility
- Trial, assess and review



Employee Experience: What can you do?

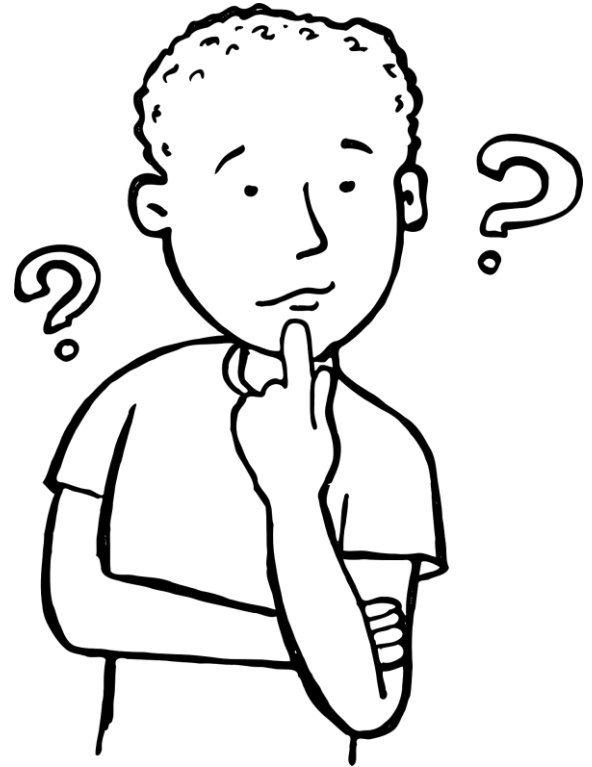
What can you do to be an ally for expectant and returning mums in your organisation?

What can you do?

- Policies/benefits
- Empathy
- Don't make assumptions
- Communication while on leave
- Support: networks, buddies, mentors, coaching
- Flexibility
- Transparent recruitment/promotion etc processes

What Next?

What's your key takeaway?





Thank you!

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