**Maternity Leave – Communication Checklist**

Line managers have a responsibility to keep in contact with employees throughout the period of confinement and maternity leave, providing information, support and a link to the workplace.

Please discuss and complete this checklist with the employee. The signed completed checklist should be placed in the employee’s personnel file and a copy provided to the employee.

**Part 1 - Employee Information**

|  |  |
| --- | --- |
| Name of Employee: |  |
| Job Title: |  |
| Department / Ward / Site |  |
| Payroll Number |  |
| Maternity Leave Start Date: |  |
| Intended Maternity Leave End Date: (subject to change) |  |
| Name of Manager / Supervisor: |  |

**Part 2 - Contact Checklist**

(Please tick the appropriate boxes)

|  |
| --- |
| Type of Information Requested by Employee: |
|  | Training opportunities: | [ ]   |
|  | Internal recruitment opportunities | [ ]   |
|  | Core Briefs | [ ]   |
|  | Staff News | [ ]   |
|  | Pay Slips | [ ]   |
|  |  |  |

|  |
| --- |
| Frequency of Communication Requested by Employee: |
|  | Monthly: | [ ]   |
|  | Bi-monthly: | [ ]   |
|  | Quarterly: | [ ]   |
|  | When applicable: | [ ]   |
|  |  |  |

|  |
| --- |
| Method of Communication: |
|  | Post: | [ ]   |
|  | Email: | [ ]   |
|  | Phone: | [ ]   |
| Is the employee aware of their entitlement to take up to 10 Keeping In Touch (KIT) days:*An employee may work for up to a maximum of 10 KIT days without bringing her maternity leave to an end. KIT days are intended to facilitate a smooth return to work. Examples of when they may be used include training/development sessions, team meetings, service or policy updates or working a normal shift.**Employees would be paid for the full day even if they only attend for part of the day to attend a specific event.* |  |

**Part 3 -** **Declaration**

|  |  |
| --- | --- |
| Manager’s Signature: |  |
| Date Completed: |  |
| Employee’s Signature: |  |