This template can help to facilitate a discussion between an employee and line manager/employer, when the employee is due to depart on maternity leave. It should form the basis of a plan for when the employee commences maternity leave, and to offer a guide on how to communicate with them while they are away on leave.

Employee’s Name:

Manager’s Name:

Proposed maternity leave start date, including any annual leave that may need to be taken before maternity leave:

How often would you like to stay in touch while on Maternity leave? Would you like to know all organisational updates, staff changes etc. or just important announcements?

How would you prefer to be contacted? Email, phone, text, Zoom?

How frequently do you want to be in touch? Would you like to set a regular slot or leave it as an ad-hoc arrangement? It could be every week for the first month, and then not until the last month before returning, to catch up.

When would you like to discuss going back to work? Would you like to pencil in a date in the diary or get in touch nearer the time?

Would you like to meet in person for KIT days? Or do this via Zoom/Teams/Skype?

Perhaps have an initial conversation now about returning to work part time, if desired. This is not required or compulsory but may ease employees’ anxieties.

How are you feeling about going on maternity leave? Do you have any concerns or worries? Is there anything you would like to discuss?