This document is intended for line managers with staff about to return from maternity/paternity/parental leave. You can use this document to make sure you have put everything in place for your staff member’s return to work. For more information and resources, please visit: [path-perinatal.eu/uk](https://path-perinatal.eu/uk/)

Organisation Name:

Employee’s Name:

Line manager’s Name:

1. Policies and procedures
* Ensure that all policies and procedures have been read/actioned

|  |  |  |
| --- | --- | --- |
| **Policy / Procedure** | **Link / Where** | **Read / Actioned** |
| 1. Maternity/Paternity Policy
 |  |[ ]
| 1. Safe Working Procedure
 |  |[ ]
| 1. Flexible Working Policy
 |  |[ ]
| Insert addition procedures if applicable |  |[ ]
|  |  |[ ]
|  |  |[ ]
|  |  |[ ]

1. Important Information

Agreed return to work date:

Working location (e.g. home, office, warehouse etc.):

Agreed working hours:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Input hours |  |  |  |  |  |  |

1. Adjustments and Adaptations

|  |
| --- |
| *Discuss any adjustments the employee will need when returning to work. Use this space to identify adjustments and how these will be put in place* |

1. Support in place

|  |
| --- |
| *What support is in place? For example, wellbeing breaks, peer support etc.* |

1. Any additional information

|  |
| --- |
|  |

Review date: