School of Biochemistry

School Pregnancy and Parental Leave handbook

Guidance for staff before, during and after maternity/paternity leave within the School of Biochemistry
Overview

This guidance should be read in conjunction with University of Bristol Maternity Policies on:

- Adoption Leave and Pay
- Compassionate and Dependents leave
- Flexible working
- Maternity
- Parental leave

These documents and policies can be found on the University Work and Family pages (http://www.bristol.ac.uk/equalityanddiversity/workandfamily) and HR A-Z policies pages (http://www.bris.ac.uk/hr/policies/)

Guidance for students can also be found at the following link.
https://www.bris.ac.uk/equalityanddiversity/act/protected/pregandmat/studentmatstaff_html
**Useful Contacts:**

### School of Biochemistry

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### Faculty of Biomedical Sciences Health and Safety

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### Faculty of Biomedical Sciences HR Team

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### Faculty of Biomedical Sciences Finance Team

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(Currently on maternity leave)
I am delighted to endorse this handbook which, alongside the University Maternity policies, aims to provide a comprehensive source of information for staff before, during and after parental leave.

This supplement contains School specific information and policies. The School has developed a number of strategies to facilitate the provision of cover for research, teaching and administrative activities. This support is not only while on parental leave but, importantly, on return to work when there may be particular demands on work/life balance.

I hope that you find this a valuable source of information and would welcome your feedback on it.

Professor Kate Nobes

Head of Biochemistry
School Specific Information for all staff

Risk Assessment during pregnancy

It is important for you and your unborn child’s health and safety that you inform your line manager that you are pregnant as early as possible. A specific risk assessment should then be undertaken in consultation with your manager and/or School Safety Advisor - your input into this process is essential.

The risk assessment will need to be reviewed on a regular basis as the risks identified will vary depending on your health and at different stages of your pregnancy and return to work phase. Further information is contained in the Health and Safety Office guidance note for new and expectant mothers, which can be viewed at

http://www.bristol.ac.uk/safety/media/gn/new-expect-mothers-gn.pdf

Shared Parental Leave Applications

Information on the Shared Parental Leave policy, and the forms to be completed, can be found at

http://www.bristol.ac.uk/hr/policies/shared-parental-leave.html
http://www.bristol.ac.uk/hr/policies/shared-parental-leave/shared-parental-leave-forms/

For assistance with Shared Parental Leave applications please contact the School Manager, or HR team, in the first instance, who will be happy to help.

Flexible Working Requests

The school is supportive of flexible working requests and seeks to approve these where possible. Previous requests have included changes to working hours, periods of reduced hours, and working from home.

"The School of Biochemistry were very supportive and helpful when I applied to take shared parental leave. Although the process was complicated, it all went smoothly and the environment here is such that I felt comfortable taking the extra time to care for my son."
The University Policy on flexible working is found here: http://bristol.ac.uk/hr/policies/flexwork.html, including detailed guidance on how to make a request and how each request is considered. If you require any further information on this, please contact the Faculty HR Team.

Support for staff who are externally funded.

Each funder operates a different policy concerning parental leave. It is important to identify what that policy is as early as possible in the pregnancy. This information is often present on the funders website, or alternatively the Faculty Finance team have experience in this area. If you have any queries about this, or are unable to find this information, please contact the Account Administrator in the Faculty Finance team, or the School Manager. (contact details above). You should also follow the process outlined under the ‘work and family web page’ which has a section on "parents at work".  
http://www.bristol.ac.uk/inclusion/support-and-guidance/work-and-family/

Support for Admin and Technical Staff on, or returning from Parental Leave.

Support will be provided on a case-by-case basis. It is strongly advised that you speak to your line manager, or the School Manager within the School of Biochemistry (contact details above), to discuss any support you require during your parental leave or on your return to work.

Support for Academic Staff on, or returning from Parental Leave.

This policy has been developed for Academic Staff taking parental leave. It will be initiated as soon as the School is informed about your leave. The support offered is varied depending on your academic pathway.

Pathway 1 Staff

Research
The School will arrange for an appropriate colleague (who of course would be approved by you), to manage your lab whilst you are on leave.

The PI providing cover will hold once fortnightly/monthly lab meetings in your absence, along the lines of how they are normally run by your lab or would incorporate your lab, if research interests are similar enough, into their own lab meetings. They will also offer an “open surgery/office” arrangement for your post-docs and graduate students. This will include, taking on responsibilities such as being present when graduate students give their annual research talk if you are unable to attend. They will be the contact person between lab and PI and so there should be at least fortnightly phone calls between the two parties and a general policy of copying of all relevant emails. Arrangements will be made on a case by case basis by the Director of Research and the Head of School.

Teaching

The School will relieve you from all your teaching responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant lecture materials (PowerPoint slides, notes etc). You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them. In some instances it may be possible to employ someone on a part time/casual basis to cover some aspects of teaching. On return from your leave, the School will continue this arrangement for up to one year.

Even with short periods away (e.g. 3 or 4 months of maternity leave) the School will honour the teaching break of up to a total of one year from the start of your leave. This is to enable you to get your lab back “up to speed” upon your return.

Arranging cover for your teaching will be the responsibility of the Head of Teaching in consultation with the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your material.

Administration

The School will relieve you from all your administrative responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant information. You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them.

Arranging cover for your administrative duties will be the responsibility of the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your duties.

Pathway 2 Staff

Research

The School will arrange for an appropriate colleague (who of course would be approved by you), to manage your lab whilst you are on leave.
The PI providing cover will hold once fortnightly/monthly lab meetings in your absence, along the lines of how they are normally run by your lab or would incorporate your lab, if research interests are similar enough, into their own lab meetings. They will also offer an “open surgery/office” arrangement for your post-docs and graduate students. This will include, taking on responsibilities such as being present when graduate students give their annual research talk if you are unable to attend. They will be the contact person between lab and PI and so there should be at least once fortnightly phone calls between the two parties and a general policy of copying of all relevant emails. Arrangements will be made on a case by case basis by the Director of Research and the Head of School.

Administration

The School will relieve you from all your administrative responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant information. You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them. On return from your leave, the School will continue this arrangement for up to one year.

Even with short periods away (e.g. 3 or 4 months of maternity leave) the School will honour the administration break of up to a total of one year from the start of your leave. This is to enable you to get your lab back “up to speed” upon your return.

Arranging cover for your administrative duties will be the responsibility of the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your duties.

Pathway 3 Staff

Teaching

The School will relieve you from all your teaching responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant lecture materials (PowerPoint slides, notes etc). You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them. In some instances it may be possible to employ someone on a part time/casual basis to cover some aspects of teaching.

On return from your leave, the Head of Teaching will work with you to put in place a plan for you to build back up to your normal teaching load, typically over 3 months from your return.

Administration

The School will relieve you from all your administrative responsibilities during your leave, usually by sharing your workload across several members of the School, or by recruiting cover in accordance with University guidelines. To facilitate the efforts of your colleagues, you will be expected to give as much notice as possible and to pass on all relevant information. You will also be expected wherever possible to spend some face-to-face time with each colleague to directly guide them. On return from your leave, the School will continue this arrangement for up to one year.
Even with short periods away (e.g. 3 or 4 months of maternity leave) the School will honour the administration break of up to a total of one year from the start of your leave. This is to enable you to get your teaching back “up to speed” upon your return.

Arranging cover for your administrative duties will be the responsibility of the Head of School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your duties.

Information on building facility for expression of breastmilk.

The School of Biochemistry supports your rights to breastfeed your child, even after your return to work. The Medical Sciences building has a private and lockable first aid room – E34, which can be made available as a facility for the expression of breastmilk. To arrange access to the room, please contact the School Manager, or Facilities Manager. There is a small fridge in the room for storage of expressed milk.

What to do if there are complications with your pregnancy or the birth of your child.

If anything unexpected happens during your pregnancy or the birth of your child, especially if it affects the health of either one of you, you should contact the Faculty HR team, or School Manager, in the first instance for advice.