

**Bristol Medical School**

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# School Parental leave booklet

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## Guidance for staff before, during and after Parental leave within the Bristol Medical School



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### I am delighted to endorse this handbook which, alongside the University Maternity, Paternity and Adoption leave 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 we would welcome your feedback on it.

Professor Ashley Blom

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Head of Bristol Medical School

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**Overview**

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

* Adoption (including Surrogacy) Leave and Pay [Adoption Leave Policy (including Surrogacy Arrangements) | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/adoption-leave.html?_ga=2.95014553.444986961.1619106122-1920278394.1601626675)
* Compassionate and Dependants leave [Compassionate and Dependants Leave Guidelines and Procedures | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/compassionate-leave.html)
* Flexible working [Flexible Working Policy | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/flexwork.html)
* Maternity [Maternity Policy | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/maternity-policy.html)
* Parental leave [Parental Leave Scheme | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/parental-leave.html)

### Policies and guidance from the University and Medical School relating to maternity, paternity and adoption can be found at [Get advice for Maternity/Paternity/Adoption Leave (sharepoint.com)](https://uob.sharepoint.com/sites/medical-school/SitePages/keep-in-touch-on-maternity-paternity-adoption-leave.aspx) with guidance and a checklist for line managers and staff to go through to help plan arrangements [Maternity for academic staff guidance for managers 2018.docx (sharepoint.com)](https://uob.sharepoint.com/:w:/r/sites/medical-school/_layouts/15/Doc.aspx?sourcedoc=%7BFD8BC8EA-62A5-4285-8E1C-6140258CA01C%7D&file=Maternity%20for%20academic%20staff%20guidance%20for%20managers%202018.docx&action=default&mobileredirect=true)

### and The University Work and Family pages

### <https://www.bristol.ac.uk/inclusion/parents--carers/> and

### HR A-Z policies pages <http://www.bris.ac.uk/hr/policies/>

Specific Guidance for research students can also be found at the following link: <http://www.bristol.ac.uk/academic-quality/pg/pgrcode/annex14/>

**Useful contacts**

Link to the University wide Parent and Carers’ Network

[Parents and Carers' Network | Equality Diversity Inclusion | University of Bristol](https://www.bristol.ac.uk/inclusion/staff-networks/parents-and-carers-network/)

Link to the parents’ group based within PHS who currently meet monthly on Zoom and also have a WhatsApp group. If you would like to join the Outlook group and receive meeting invites, please click this link:

[https://outlook.office365.com/owa/grp-phs-parents@groups.bristol.ac.uk/groupsubscription.ashx?action=join&source=MSExchange/  
LokiServer&guid=5262e3f1-6289-4afc-981c-b1212e6266f1](https://outlook.office365.com/owa/grp-phs-parents@groups.bristol.ac.uk/groupsubscription.ashx?action=join&source=MSExchange/LokiServer&guid=5262e3f1-6289-4afc-981c-b1212e6266f1)

The WhatsApp join link will be sent to all new members of the group.

**Bristol Medical School – Key Contacts**

|  |  |  |
| --- | --- | --- |
| Ashley Blom | Head of School - BRMS | [Ashley.Blom@bristol.ac.uk](mailto:Ashley.Blom@bristol.ac.uk) |
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| Sue Christie | School Safety Advisor – THS | [Sue.Christie@bristol.ac.uk](mailto:Sue.Christie@bristol.ac.uk) |
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| Shared Mailbox | HR related queries for THS | [THS-staff-changes@bristol.ac.uk](mailto:THS-staff-changes@bristol.ac.uk) |

**Bristol Medical School Safety & Health**

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| Sue Christie | Technical Manager | [Sue.Christie@bristol.ac.uk](mailto:Sue.Christie@bristol.ac.uk) |
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**Bristol Medical School HR Operations & Employee Services Teams**

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| Rachel Shimeld | Head of HR Business Partnering - BRMS | [Rachel.Shimeld@bristol.ac.uk](mailto:Rachel.Shimeld@bristol.ac.uk) |
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| Dorette Morgan | HR Business Partner – THS | [Dorette.Morgan@bristol.ac.uk](mailto:Dorette.Morgan@bristol.ac.uk) |
| Shared Mailbox | HR Advisers/HR Administrators - BRMS | [hs-hrqueries@bristol.ac.uk](mailto:hs-hrqueries@bristol.ac.uk) |

**Bristol Medical School Post-Award Finance Teams**

[**https://uob.sharepoint.com/sites/finance-services/SitePages/research-centre-post-award.aspx**](https://uob.sharepoint.com/sites/finance-services/SitePages/research-centre-post-award.aspx)

|  |  |  |
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**Maternity Risk Assessment**

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 line 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 a risk assessment needs to be carried out if women returning to work wish to breastfeed/ express their milk on site. Further information on breastfeeding/ expressing can be found on page 10 below. 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**

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/>

Shared Parental Leave gives employees with caring responsibilities for babies or newly adopted children the opportunity to share up to 52 weeks’ leave should they wish to do so.

For assistance with Shared Parental Leave applications please contact the HR Team or School Manager (see useful contacts), in the first instance, who will be happy to help.

**Keeping in Touch Days**

Information on ‘Keeping in Touch’ days, and the forms to be completed, can be found at

[Maternity Policy | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/maternity-policy.html#a18)

**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. We suggest you talk to your Line Manager or School Manager as a first point of contact.

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 HR Team (see useful contacts).

**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 funder’s website, or alternatively the Finance team have experience in this area. If you have any queries about this, or are unable to find this information, please contact one of the Assistant Accountants in the Finance team (see useful contacts), or the School Manager. You should also follow the process outlined under the ‘work and family web page’ which has a section on "parents at work".

<https://www.bristol.ac.uk/inclusion/parents--carers/>

**Support for Academic Staff on, or returning from, parental leave**

**from Parental Leave**

This section of the policy has been developed for Academic Staff taking parental leave, to advise on cover for your Research, Teaching and Administration on all pathways. Discussions between you and your line manager should be initiated as soon as the Dept/School is informed about your leave.

The School will help arrange for an appropriate colleague (approved by you), to manage your lab or research activities whilst you are on leave. The PI providing cover will hold regular research meetings in your absence, along the lines of how they are normally run by your lab or research group. Alternatively, they would incorporate your lab/research group, if research interests are similar enough, into their own lab/group meetings. They will also offer an "open surgery/office” arrangement for your post-docs and graduate students.

This will include, for example, taking on responsibilities such as being present when graduate students give their annual research talk if you are unable to attend. They will liaise with relevant labs/research groups if that is relevant to your role and there will be a general policy of copying of all relevant e-mails. You are not expected to reply to update emails while you are on parental leave. Arrangements will be made on a case-by-case basis by the Line Manager (PI), the relevant member(s) of Staff and the Head of Dept/School.

**Teaching**

The School will help 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 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 or full-time if your role is solely 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 parental 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 research back “up to speed” upon your return. Arranging cover for your teaching will be the responsibility of the School Education Director in consultation with the Head of Dept/School. You will be expected to guide allocations by your knowledge of the teaching and suggest who might suitably cover your material.

**Admin**

The School will help 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 Dept/School. You will be expected to guide allocations by your knowledge of the administrative responsibilities and suggest who might suitably cover your duties.

**Other information**

**Maternity/Paternity Coaching**

For a free counselling session or coaching session when most useful to you

<https://www.bristol.ac.uk/staffdevelopment/coaching-service/maternity-paternity/>

**Breastfeeding & expression**

The Bristol Medical School supports your rights to breastfeed your child after your return to work. Check the [B](https://uob.sharepoint.com/:w:/r/sites/medical-school/Health%20and%20Safety%20documents/bristol-medical-school-breastfeeding-and-milk-expression-facilities.docx?d=wc738eac3497844b898b5dd759bf0f194&csf=1&web=1&e=2y9gNb)[reastfeeding and Expressing Room Facilities](https://uob.sharepoint.com/:w:/r/sites/medical-school/Health%20and%20Safety%20documents/bristol-medical-school-breastfeeding-and-milk-expression-facilities.docx?d=wc738eac3497844b898b5dd759bf0f194&csf=1&web=1&e=2y9gNb) for a summary of room facilities provided in each Bristol Medical School building, or full guidance can be found in the [Local Rules](https://uob.sharepoint.com/sites/medical-school/SitePages/local-rules.aspx); it is advised to contact the School Manager for each building if further information is required.

**Complications & Bereavement**

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 HR team,

or School Manager (see useful contacts), in the first instance for advice. Details of the University compassionate leave policy can be found at:

[Compassionate and Dependants Leave Guidelines and Procedures | Human Resources | University of Bristol](https://www.bristol.ac.uk/hr/policies/compassionate-leave.html)

Staff Counselling can be contacted at <https://uob.sharepoint.com/sites/staff-counselling>

**University Day Nursery**

There are two University Nurseries - Bristol University Day Nursery and Woodland House Nursery who both provide a caring and stimulating learning environment for children aged between 3 months and 5 years. <http://www.bristol.ac.uk/nursery/>

and <https://woodlandhousenursery.co.uk/>

It is advisable to sign up as soon as possible, i.e., it is often recommended to sign up at the 3-month stage, because spaces can be very competitive and staff have lower priority than students.

**Conferences and Training**

In some situations, it may be possible to claim towards childcare costs for training or

attendance at conferences. For guidance on this please see

[Parent and Guardian Resources | Equality Diversity Inclusion | University of Bristol](https://www.bristol.ac.uk/inclusion/parents--carers/parent-and-guardian-resources/)