

Parental Leave in Maths: quick guide for staff

This guide is for all staff in Maths with information on parental leave, family-friendly policies and wellbeing.



First steps

Congratulations! Your health and wellbeing is essential and we have lots of support available for new parents, as well as many colleagues who have experience of parental leave.

If you are pregnant, it's important to let us know so we can run through a quick risk assessment with you, let you know what support is available, and update you on next steps. The risk assessment will help us to make reasonable adjustments to help you. Contact Liz or Bex on pa-maths@bristol.ac.uk so we can set this up.

Support is also available for paternity leave and shared parental leave. See the [Parents at Work](#) webpage for further information.

The formal bit

If you are pregnant, you need to give notice to the University by the end of the 25th week of pregnancy. Our School Manager, Liz Clark, or HR are here to help you do this.

You may also wish to inform your line manager at this time.

Who is your line manager?

- If you are an academic member of staff on Pathway 1, your line manager is the Head of School
- If you are an RA (on Pathway 2) funded by an external grant, your line manager is the grant's PI.
- If you are Pathway 3, your line manager is Head of School with support from Liz
- If you are a member of professional services, your line manager will be the person who undertakes your Staff Review.

You can contact our local HR Team in Science on email sci-hrqueries@bristol.ac.uk

Work and family

The University provides lots of [useful guidance](#) for parents and carers. You can join a [network for staff](#) who are parents of children of any age and also for those who are balancing work with caring for an ill, elderly or disabled, family member, friend or partner.

Planning and leave

It's a good idea to plan your leave as early as possible. If you are on an external funded research grant your line manager can check the rules of the grant, if it pays maternity leave and for how long, and can request an extension of the contract or grant if needed and possible. If the funder will not pay for maternity leave but you are entitled to it, we have a core budget which can meet these costs and we can also explore the possibility of no cost extensions. Liz will put you and your line manager in touch with HR and Finance who can advise on this.

- **TEACHING**

If your role involves teaching, it is important to discuss arrangements in advance so that those duties can be rearranged whilst you are on leave. It is also useful to agree with the Head of School a plan to cover other teaching-related duties such as marking and project supervision.

If you are a personal tutor then we will seek to reallocate your personal tutees during your leave.

- **SUPERVISION**

If your role involves supervising PG students or RAs, you should discuss possible arrangements for who will take care of them while you are on leave. You might want to keep some form of contact with them (although you are under no pressure to do so), but it is good to have a back-up system in place in case you change your mind.

- **BUDGET HOLDER**

If you are a budget holder, you might want to delegate another person to approve financial expense claims in your absence. Do also check if any mid-term or final report is due during your leave; often these cannot be postponed, so you might want to make arrangements for how to complete them or have someone else complete them for you.

During your leave

Keep in Touch (KIT) days allow you to officially work and be paid for up to 10 days during your leave. You might want to use these to attend staff development opportunities, conferences, workshops or team meetings, or meet with colleagues; we are quite flexible on how they can be used. Contact Liz Clark for more information.

Nursery places

If you think you may want to use the [University nursery](#) for childcare, be aware that it has a long waiting list and it is a good idea to apply as early as possible, even during pregnancy.

University Staff also have priority for places at [Woodland House Nursery](#). You might want to join the waiting lists of several nurseries.

Returner Carer Scheme

On your return you can apply for the [Returner Carers Scheme](#), which offers financial support including a teaching reduction or replacement to help you resume your research, or to attend conferences, to reestablish your career.

It's possible to apply before your leave, otherwise you can apply up to three months after you return to work. Send your application to the [HR Manager for Faculty of Science](#).

Flexible working

You may be thinking about requesting an opportunity to return to work part-time. You can find information about the University's flexible working policy and application form on [HR's webpages](#).

If you want to start the new work pattern upon your return, apply during your maternity leave; HR will send you a letter at home to confirm your return to work date and you can apply at the same time.

Childcare, vouchers and benefits

You can pay for the whole cost of either the University Nursery or Woodland House nursery directly from your salary through our salary sacrifice scheme and save on taxes. You can fill in this form when you agree to take up a place there.

If you use a different childcare provider, nursery or childminder, the Government is launching the [Tax-free Childcare scheme](#).

The scheme will replace the former Childcare Voucher scheme which allows you to pay a part of the childcare cost through tax-exempt vouchers. Until the Tax-free Childcare scheme is active, you can still use the Childcare Voucher scheme and anyone currently enrolled in the Childcare Voucher scheme can stay in it and use childcare vouchers even for new children.

You might also be entitled to [apply for government childcare benefit](#).

Breastfeeding

The School Manager can arrange somewhere quiet to express milk.

As part of the Maternity Connection scheme, two breastfeeding experts are available and happy to answer questions and offer support regarding breastfeeding while working at the University.

Useful contacts

School Manager: Liz.Clark@bristol.ac.uk

Head of School: headofschool-maths@bristol.ac.uk

Maths Maternity Mentor: n.c.snaith@bris.ac.uk

HR: sci-hrqueries@bristol.ac.uk