Arranging additional support during the leave period

The School will make all necessary arrangements for cover of your duties, such as teaching and administrative responsibilities for the duration of your leave period. Teaching and research responsibilities, supervision of students/post-docs, if applicable, should be discussed with your line manager/DTL.

No URN PNA Approval needs to be sought from Head of School to provide cover (SRF to be suffer intended in priority in the suffer in the suffer

Management of communications during absence b

Before going on leave, please include pcls@reading.ac.uk as a contact for students, in your out of office email

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SFCL3	
Change your telephone answering message Ask an administrative member of staff to action your post, whether opening or forwarding, where appropriate.	
KIT/SPLIT days Agree with your line manager what you will be willing to do during your absence and that this will be dealt with as KIT/SPLIT days Complete KIT/SPLIT day diary during your leave and submit to Executive Administration Manager.	
Support during absence Arrange for a buddy during your absence	
Making plans for your return: Notify the School and HR if there are any changes to your return date (according to HR guidelines on their webpage) Discuss and agree with your line manager how you would like to return to work (full time/part time/using annual leave/flexible working etc.)	
Arrange a Return to work interview with your line manager. Discuss and agree with your line manager duties and responsibilities upon your return. Discuss your plans for the following year. Complete a risk assessment (Maternity), with your line manager, upon your return to work.	

CHECKLIST FOR LINE MANAGERS

TASK	ACTIONED/NOTES
Meet with staff member taking leave to discuss timeline, including expected return date (include duties that need covering)	
Complete a risk assessment with staff member requesting Maternity leave. Arrange follow up RA every three months.	
Discuss with School management re: cover and then submit a staffing request form	
Announce imminent absence and cover arrangements to colleagues.	

Discuss