MATERNITY AND PARENTAL LEAVE MANAGEMENT

Handbook for Managerial Employees (Supervisors)

The University of Pardubice (hereinafter the "University") strives to create a good work environment for its employees, which involves promoting pro-family employment policy. As part of such efforts, it is key to introduce an effective system of support for parents on maternity and parental leave (hereinafter the "leave"), which will enable parent employees to keep in touch with their employer and develop their expertise even during the leave.

Therefore, the Maternity and Parental Leave Support Policy at the University of Pardubice (hereinafter the "Policy") has been prepared, which includes this Handbook for Managerial Employees as its Annex No. 2. It is the role of managerial employees (supervisors) that is key to implementing the Policy as they may act as a link between the general system in place at the University, specific needs of the department and the individual needs of the employees.

This Handbook does not aim to further increase the administrative burden, but rather provide a tool to facilitate communication between supervisors and their subordinate employees. This Handbook includes a brief definition as well as specific details of the steps necessary to introduce systematic processes in the following areas:

- employees starting leave,
- communication with parents on leave and keeping them updated of the activities at the University and their department;
- getting employees involved during the leave, as far as legally practicable (agreements to perform work or complete a job);
- developing the abilities and skills of employees on leave in line with their needs and the capacity of the department;
- managing the return to work and defining the role of supervisors in this respect.

Communication of supervisors with employees differs according to the stage of the leave-related process For each stage, specific procedures are defined and additional information is provided.

1. Steps to be taken when receiving notice of leave

- Ask about an estimated date when the employee plans to start the leave and have an appointment with the employee.
- Inform the HR if you wish to rely on their support.
- Provide the employee with relevant information about taking leave at the University (see Annex No. 1: Handbook for Parents)
- Prepare a schedule for handing over the employee's responsibilities.

Remember!

- It is at the discretion of each employee when she decides to give notice of pregnancy to her employer.
- Under the Labour Code, pregnant employees may request in writing to have shorter working hours or another adjustment of weekly working hours. Employers must grant such requests

- unless prevented from doing so by serious operational grounds. If the request is not granted, a written reasoning must be provided.
- Under the Labour Code, pregnant employees cannot work overtime.
- The HR will be happy to provide assistance with the interview and discuss any issues related to leave management. More specifically, issues related to employment may be discussed with the Personnel Department: Departments and contacts | University of Pardubice – Personnel Department; other issues related to leave management may be discussed with the HR Award Office: Departments and contacts | University of Pardubice – HR Award.
- Feel free to contact the respective office. Employees may also request that the HR be involved.

2. Meeting before starting the leave
- Discuss the planned length of leave and any options to get the employee involved during the leave (e.g. agreement to complete a job or to perform work, part-time work).
- Prepare Leave Plan, which may be used a basis for further communication (see a model leave plan attached to this handbook).
- Discuss the preferred communication channel during the leave (e-mail, phone, or otherwise).
- Inform employees of the options available to keep in touch with the University (e.g. MS Teams group for parents on leave).

Remember!
- Parental leave may be taken up to the moment when the child is 3 years, and the return date may be changed.
- Active involvement of employees during leave facilitates their return.

3. During the leave
- Keep the employees informed, using the agreed communication channel, about any major changes at the department or designate another person to do so.
- Monitor whether any changes have occurred on part of the employee or the employer which may affect the return to work. Incorporate any such changes into the Leave Plan.

Remember!
- Employees may wish to return earlier, or later, or may apply for unpaid leave until the child is 4 years old in situations when they may be unable to find a kindergarten for the child etc.
- Employees substituting the employees on leave should also be informed of any changes, so they can plan their professional career accordingly.
- It may be a good idea to invite employees on leave to informal events at your department taking into account their needs (e.g. events not to be held in the evenings, locations suitable for newborns and toddlers etc.)

4. Return from the leave

- Have an appointment with the employee before they return from the leave. Discuss your expectations and plans and record them in the Leave Plan (e.g. career development plans, individual development plans).
- Discuss any requests in terms of working hours adjustments. Look for win-win solutions. As far as possible, be open to requests enabling better work-life reconciliation.
- To facilitate adaptation, think about involving the employee in the mentoring scheme or "buddy scheme"[1].
- Inform the HR and they will organize any mandatory training (e.g. occupational health and safety), or other training as may be needed. Employees returning from leave will also undergo adaptation training and receive a handbook for new employees to integrate better during the first days and weeks back at work.

Remember!

- Employees should return to the same job and workplace. If not practicable as the original job is no longer needed or the department has been closed, the employer will assign them to a job consistent with their employment contract (i.e. the job title under the contract).
- The Labour Code requires employers to grant requests of parents taking care of children below the age of 15 unless prevented from doing so by serious operational grounds. If the request is not granted by the employer, a written reasoning must be provided.
- Remote work does not mean no work, but work from another place. Part time work means less work and fewer working hours for a lower salary.

5. First months after the return

- Monitor the adaptation of the employee e.g. by holding an interview with them 3 months after their return.

Annex: Maternity/Parental Leave Plan

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[1] In this context, buddy means a person that facilitates the re-integration of employees returning after leave in terms of work tasks and mastery of new procedures (e.g. the employees substituting the employee on leave).

Maternity/Parental Leave Plan

Before starting the leave:

First name and surname (*of the supervisor*)**:**

First name and surname (*of the employee*)**:**

Expected return from the leave:

Interest to work during the leave and the form (*e.g. agreement to perform work or complete a job, if legally practicable, early part-time return*)**:**

Preferred communication channel during the leave (*e.g. e-mail, phone*)**:**

Other relevant information:

Access to University systems

The netID of employees remains active so they may access cloud-based systems and work with them; they may also use the University library. Access to the e-mail remains.

Keeping the University laptop: YES/NO *(delete as applicable)*

(University laptops may be used to access remote desktops through VPN and access apps such as verso.upce.cz, iFIS, or terminal server).

Keeping the access to the University systems active   YES/NO *(delete as applicable)*

(You may also specify systems for which access should be retained and for which terminated. Use ServiceDesk to inform the respective system administrators of your requirements, or contact the HR Award Office (hrmanager@upce.cz) and they will provide you with assistance)

Card access: YES/NO *(delete as applicable)*

(If you wish to keep access, you must complete and file a request for host access, see Intranet - Operational issues - Forms - Personnel - Others.)

Return to work:

Request for part time work or other adjustment of working hours or shorter working hours
*(subject to agreement, you must file a request for part-time work, see Intranet – Operational information - Forms - Personnel – Employment)***:**

Professional development and career growth plans: