 Blizard Institute

Checklist for Line Managers and Centre Managers

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| **A. Line Manager’s Responsibilities:** | **Notes** |
| **1.** Arrange a meeting with the staff member one month before they are due to return. |  |
| **2.** Identify and agree who will meet the member of staff on their first day back and brief them on any relevant changes. |  |
| **3.** Ensure there has been a discussion about any accrued leave and an agreed, documented plan in place on how it will be taken. |  |
| **4.** If required hold a meeting to discuss the handover of work with the staff member returning and the staff member who covered their absence. Agree the handover of the work (if required), ensuring that there is sufficient overlap  with the person who covered their period of absence. |  |
| **5.** Consider leaving a “welcome back” card/note on their desk. |  |

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| **B. Centre Manager’s Responsibilities:** | **Notes** |
| **1.** Inform HR that they have returned to work on their first day back. |  |
| **2.** Ensure that the OH Assessment/Risk Assessment form is completed and any OH recommendations implemented. |  |
| 1. Ensure that the lab space is prepared and is clean and organised.    * Consider if a Lab/Health and Safety refresher induction is necessary. |  |
| 1. Set up a meeting with the staff member a month before they are due to return |  |
| 1. Ensure that the member of staff’s security access is in place. |  |
| 1. Ensure that their desk/computer workstation is ready:    * Ask IT to confirm that their passwords/accounts are in place. |  |
| 1. Ensure that their desk is clean and tidy, and free of the previous occupant’s belongings or used items. |  |

For specific information on [maternity](http://www.hr.qmul.ac.uk/procedures/leave/maternity/index.html) (including [breast feeding](http://www.hr.qmul.ac.uk/docs/equalcommittee/policies/42480.pdf)) or [sick leave](http://www.hr.qmul.ac.uk/procedures/sick/index.html), please refer to the QMUL HR website.