Maternity Leave Flowchart: Principle Investigator

This flowchart provides a general overview for Principle Investigators/Research Leads who have a member of staff funded by the research project who is pregnant. It should be read in conjunction with the Maternity Policy and the Maternity Q&A's.

| An external funded researcher notifies you, the PI/Line manager, that they are pregnant. | → | You must arrange a Pregnancy Workplace Risk Assessment and put in place any mitigating arrangements. |

Line Manager Responsibilities

PI / Grant Holder Responsibilities

See Flowchart: Line Manager

RCUK/Funding Council funded post?

NO | **YES**

Review terms and conditions of research funding grant to identify extension to grant mechanisms and funding allocations for cover.	Read the RCUK Briefing on Maternity, Paternity and Adoption Leave and Pay and, if required, the Terms and Conditions of Grants.
Discuss potential impact on project and funding with School/Institute Research and Finance team or contact Research Support Office for advice.	Discuss potential impact on project and funding with School/Institute Research and Finance team or contact Research Support Office for advice.
NOTE: All pregnant employees, regardless of the funding source, are entitled to all maternity leave and pay benefits in accordance with the qualifying criteria outlined within the University Maternity Policy.	If required, contact research council for advice. Notify RCUK Funding body via the Je-S system of a grant-funded Maternity '**Absence**' situation and extension to grant requirement. Inform RSO of any changes to grant.
Make relevant arrangement for Maternity Cover if required.	Make relevant arrangement for Maternity Cover if required.

Contact the Research Support Office to notify them of any changes to Grant including extensions, additional staffing and any requirement to reclaim maternity related expenses in line with funder rules.