



SUPPORTING NEW PARENTS AT WORK

KEEPING-IN-TOUCH (KIT) AGREEMENT CONSIDERATIONS

Before your employees depart on parental leave, draft an agreement with them to cover how you will keep in touch while they are on leave. Here are some examples of items you could include.

COMMUNICATION TIMES

When and how often do employees want to be contacted by work e.g. “No contact for first six weeks please, and then about once every couple of weeks until I get back” or “For urgent queries only would be fine”.

COMMUNICATION TOPICS

Agree what topics employees want to be kept informed of e.g. organisation newsletter, key organisational announcements, job vacancies, invites to social events, invites to training & development, invites to conferences & cycle meetings, opportunities for project work (up to 52 hours during paid parental leave, after the first 28 days).

COMMUNICATION CHANNELS

If applicable how will the organisation/manager and employees keep in touch: by phone, by email, by Facebook group, by face-to-face catch-ups or scheduled days onsite?

KEY CONTACT PEOPLE

Who in the organisation do employees want to hear from e.g. “Just my manager and the person covering my role please.”

COMMUNICATION TOOLS

If applicable will employees still have access to their work phone/phone number/laptop/email account or will they be using their personal devices?

COMMUNICATION COSTS

Who will cover which costs such as account fees, data usage, and mileage?

CONTACT DETAILS

What will they be?

HOW WE CAN HELP

We can give you access to useful tools and resources. We're happy to talk to anyone in your organisation about the business case for diversity and inclusion or current concerns. Don't forget to check out the highly relevant programme of training and events on our website or ask us about customised training for your team.