**ICT Equipment protocols for Maternity Leave – Managers and Staff**

**Leaving to go on maternity leave**

ICT require your laptop to be able to pass it to whoever is covering your role whilst you are on maternity leave. Laptops that are not used for long periods of time are likely not to work correctly which is also why it better for them to be with ICT or loaned out.

Please ensure that you also return your iPhone if applicable.

Employee: Please ensure that your laptop has been returned to your manager prior to maternity leave commences. If you are unable to do this, please arrange for the equipment to be returned as soon as possible.

Manager: Return it to ICT who will get it ready to provide to whoever is covering the maternity leave period.

**KIT days**

Your laptop is likely to have been allocated to the maternity cover so you will need to borrow a laptop to work on a KIT day.

Manager: Arrange any KIT days as far in advance as possible and book a loan laptop via the ICT Servicedesk (Borrow a Laptop). Please note that these will only have web based applications on them along with access to your emails and Molly etc. If you require your employee to use legacy applications that are specific to your department, other arrangements will need to be made in advance of your KIT day (i.e. borrowing a laptop from another member of the team for the day). There are only two laptops available for loan from ICT so ensure the KIT days are booked in advance.

Employee: Make sure you return the loan laptop at the end of each KIT day. They are only available for a maximum of two consecutive days.

**Return from Maternity Leave**

ICT require 10 working days to set up your laptop ready for use upon your return to work.

Manager: Please notify HR **at least** 10 days in advance of your employee returning to work so they can notify ICT. If you have an overlap period where you require an additional laptop i.e. if you recruited externally for maternity cover, you must notify ICT at least 10 days in advance of the return of the employee and you may be required to provide budget for the purchase of an additional laptop dependent on MVDC supplies at that time.

Employee: Please ensure that your manager has notified HR when you are due to return in plenty of time. HR will then notify ICT who will get your laptop ready.