

How to write a handover plan

Before you go on maternity leave or shared parental leave you'll need to think about the work to be covered whilst you are off. A handover plan is a good way of detailing all the relevant information in one place. Work with your line manager on this to improve the effectiveness of the process.

Writing the handover plan

When agreeing the handover plan with your line manager, discuss:

- which activities need to be handed over
- what the priorities are
- what can or should be postponed until your return
- the skills, resources and tools needed for each task
- the expected outcomes and objectives for each element of the role
- time constraints for each element of the role
- where key documents are kept, such as for legal compliance issues or evaluation
- the key stakeholder relationships and how these will be handed over
- the nature of the cover, depending on the job, the length of leave, other people's responsibilities and the demands of the organisation

- when and where the handover will take place
- whether you would like a phased departure before going on leave as part of an overlap period, by going part-time or using keeping in touch (KIT) or shared parental leave in touch (SPLIT) days.

Planning for when you're away and your return

This is also a good opportunity to discuss arrangements while you are on leave, such as:

- how and when you will stay in touch
- how you might use KIT and SPLIT days to maintain skills and relationships
- whether you want a phased return to work – for example, using KIT and SPLIT days, accrued annual leave, or by starting mid-week
- the best time to make a request for flexible working – for example 14 weeks before your return to work

Plans don't need to be fixed at this stage but an indication of your preferred options will help the organisation make plans and make it easier for you to return after leave.