

**Guidelines for Maternity, Paternity or Adoption Leave Cover for**

**Research Staff**

Executive Committee approved that in circumstances where costs to cover maternity, paternity or adoptive leave has not been approved by the funding body and funding is not provided for the replacement of staff within the specific research project then replacement costs will be covered by the university. However, the HoD or PI should not automatically seek a replacement for a staff member going on maternity, paternity or adoption leave without, in the first instance, considering the possibility of re-distributing the workload among existing resources.

If re-distribution is not possible and a replacement is required, then the HoD or PI seeking to fill the vacancy as a result of maternity, paternity or adoption leave must also take into consideration:

* + Capacity for re-deployment to the post.
  + Does it need to be replaced at the same level.

When applying for a replacement for a staff member going on maternity leave, all of the points above must be addressed in the recruitment pack.