Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Pre- and Post-Leave Meeting Policy

Owners & contact	*SSP EDI Team:* Prof Camilla Devitt Dr David Ralph Natasha Halpin	*Contact: ssp.edi@tcd.ie*
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1. Introduction

The School of Social Sciences and Philosophy (SSP) is committed to providing an equal, inclusive and diverse environment in which all staff members can thrive and be respected and valued for their unique perspectives and contributions. This policy specifies the arrangements within the School relating to the Pre- and Post-Leave Meeting Process.

2. Purpose and Scope

This policy sets out SSP's approach to supporting staff before, during, and after extended periods of leave. It formalises the requirement for pre-leave and post-leave meetings and outlines the optional use of keep-in-touch days/meetings to promote inclusion, wellbeing, continuity of work, and a smooth transition back to work.

The policy applies to staff taking extended leave, including but not limited to maternity, paternity, adoption, parental, and long-term carers' leave.

The policy operates alongside existing University leave policies and does not replace statutory or contractual entitlements.

3. Policy Principles

SSP is committed to supporting staff wellbeing, maintaining respectful communication during leave, and enabling flexible and inclusive return-to-work arrangements. Participation in keep-in-touch days/meetings is optional and employee-led.

4. Roles and Responsibilities

i. The Employee

- Read this policy and be aware of their entitlements.
- Engage in pre- and post-leave meetings, communicate preferences, raise support needs, and opt in/out for optional keep-in-touch days/meetings.

- Contact the SSP EDI Team and/or line manager for any advice or clarification on this policy or process.

ii. The Line Manager

- Ensure a pre-leave meeting takes place with the employee in order to assist them to prepare for taking leave. Discussions should include how the employee's workload will be managed or change during the leave period.
- Responsible for arranging meetings, managing workload handover and reintegration, recording keep-in-touch days/meetings preference, respecting communication boundaries, retaining documentation, and promoting wellbeing supports e.g. Employee Assistance Programme (EAP).
- Arrange a post-leave meeting within 1-2 weeks of the employee's return to work, in order to assist them with reintegration and exploring any support that may be appropriate.

5. Pre-Leave Meeting

A pre-leave meeting must be held ideally 4-6 weeks before the planned leave date. The purpose is to plan workload handover, confirm leave dates, confirm communication preferences, discuss keep-in-touch days/meetings, and identify support needs.

6. Communication During Leave

Communication during leave should respect agreed boundaries. Employees will continue to receive key emails relating to promotion opportunities from HR, essential training, and significant School or Department restructures where applicable. There is no expectations for employees to read or respond to such emails.

7. Optional Keep in Touch Days/Meetings

As part of the pre-leave meeting, the employee should confirm if they want to opt in for keep-in-touch days/meetings. The manager should record this preference on the pre-leave meeting template. A maximum of 3 days or 3 meetings may be agreed.

8. Post-Leave Return Meeting

A post-leave return meeting must be held within 1-2 weeks of the employee's return to work. It focuses on welcoming the employee back, reviewing updates, agreeing workload priorities, and identifying flexibility, training, and wellbeing needs.

9. Documentation and Record-Keeping

Signed meeting templates must be completed and sent to the School HR Team (ssp.hr.admin@tcd.ie) for retention in line with School and University data protection and records retention policies.

10. Policy Review

This policy will be reviewed every 2 years or as soon as practicable after there has been a substantial change in any matter to which this policy refers.