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

Pre- and Post-Leave Meeting Process Document and Templates

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Pre- and Post-Leave Meeting Process

This guide outlines the process for organising pre- and post-leave meetings with staff who will be going on an extended period of leave such as maternity, paternity, adoption, or long-term carers' leave.
It also explains how optional Keep-in-touch days/meetings can be used to help staff stay connected during their leave.

Meeting	Timing	Purpose
Pre-leave meeting	4-6 weeks before leave begins	Prepare the employee and team for the leave, clarify expectations, and confirm communication preferences.
Post-leave return meeting	Within 1-2 weeks of return	Reintegrate the employee, review updates, and support transition back into full duties.
Keep in touch days/meetings	During leave *(optional)*	Maintain professional connection and ease transition back to work.

1. Pre-leave meeting

Timing: Ideally held 4-6 weeks before the planned leave date.

Purpose: To plan workload handover, confirm leave dates, confirm communication preferences, discuss keep-in-touch days/meetings, and identify support needs.

Meeting structure
Preparation (Manager)

- Review responsibilities and current projects
- Identify interim cover arrangements
- Prepare organisational updates relevant to the leave period

Agenda (Manager & Employee)

1. Confirm leave details (dates, flexible return plans)
2. Plan workload handover and cover arrangements
3. Discuss communication during leave (frequency, method, boundaries)
4. Introduce keep-in-touch days/meetings - explain purpose, agree interest, potential timings
5. Inform employee that emails will continue be sent to their work email relating to any promotion opportunities, essential training opportunities and School/Department restructures (if applicable)
6. Discuss support and wellbeing needs (provide EAP details)

Outcomes

- Handover and communication plan agreed
- Keep-in-touch days/meetings intentions noted
- Summary email sent by the manager

Documentation and Follow-up
Manager and employee should both sign and retain a copy of the Pre-leave meeting template.

2. Post-leave return meeting

Timing: Within 1-2 weeks of returning to work.

Purpose: To welcome the employee back, review updates, agree workload priorities, and identify flexibility, training, and wellbeing needs.

Meeting structure

Preparation (Manager)

- Review updates in team, policies, or projects
- Collect feedback from cover arrangements

Agenda (Manager & Employee)

1. Welcome and reconnect with the team
2. Review updates and changes
3. Discuss workload, possible phased return, and short-term goals
4. Discuss support, flexibility and wellbeing needs (provide EAP details)
5. Agree dates for follow-up check in meetings in 1- and 3-months' time

Outcomes

- Return-to-work plan agreed
- Ongoing support or development needs identified
- Schedule follow-up check-ins at 1- and 3-months

Documentation and Follow-up

Manager and employee should sign and retain a copy of the Post-leave return meeting template and schedule follow-up check-ins at 1- and 3-months post return to support full reintegration.

3. Keep-in-touch days/meetings *(optional)*

Purpose:

To help employees stay connected, attend training or team events, and support a smoother transition back to work. A maximum of 3 days or 3 meetings may be agreed.

Guidelines

- Participation is optional and employee-led
- Activities may include meetings, training, or project updates
- Can be opted-out of at any point if requested

Process

1. Agree on dates and activities together
2. School HR Team records usage
3. Manager shares updates on team or organisational changes

Questions?

If you have any questions about the Pre- and Post-Leave Meeting Process, please email the SSP EDI Team at ssp.edi@tcd.ie

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Pre-leave meeting template					
Staff information					
Employee name:			Department:		
Employee number:			Manager name:		
Handover					
	Yes	**No**		**Yes**	**No**
Has a handover plan been agreed	☐	☐	Has necessary cover been organised	☐	☐
Details: *[In this section, highlight activities requiring handover (academic, admin, projects) and detail who will cover these activities during the leave period*]					
Communication and wellbeing					
	Yes	**No**		**Yes**	**No**
Opt-in to keep in touch days/meetings	☐	☐	Has a point of contact been agreed	☐	☐
Details: *[In this section, confirm leave dates, explain keep in touch days/meetings ensuring staff member knows they are optional, discuss point of contact, method of communication and frequency of keep in touch days/meetings (if opted-in) and discuss wellbeing support required]*					
Employee assistance programme: https://www.inspiresupporthub.org/ [Company pin: **TCDHUB**]					
Employee signature & date:			**Manager signature & date:**		

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Post-leave meeting template					
Staff information					
Staff member:			Department:		
Staff number:			Manager name:		
Flexibility and planning					
	Yes	**No**		**Yes**	**No**
Has a return-to-work plan been agreed	☐	☐	Has a working pattern been agreed	☐	☐
Details: *[In this section, review the agreed working pattern and return to work plan ensuring flexibility is provided where possible]*					
Training and support					
	Yes	**No**		**Yes**	**No**
Does the employee require any training	☐	☐	Have follow-up check in meetings been scheduled	☐	☐
Details: *[In this section, discuss any training the employee would like to avail of to support their return to work and review if any additional support is required by the employee i.e. mentor]*					
Employee assistance programme: https://www.inspiresupporthub.org/ [Company pin: **TCDHUB**]					
Employee signature & date:			**Manager signature & date:**		

Keep-in-touch days/meetings *(optional)*	
Staff information	
Staff member:	Department:
Staff number:	Manager name:
Communication and updates	
Details: *[The manager should communicate important department, school or project updates and advise of any relevant upcoming training the employee may want to avail of]*	
Employee assistance programme: https://www.inspiresupporthub.org/ [Company pin: **TCDHUB**]	
Employee signature & date:	**Manager signature & date:**