**Keeping in touch plan**

**Keeping in Touch during Maternity Leave**

This plan is drafted for use between Supervisor and Maternity Leaver, but need not be limited to these people – if the Maternity Leaver and other members of the team wish to record a commitment to keep in touch about particular issues or functions, the plan can be amended to suit.

Find out more about this plan on the [website](https://staff.flinders.edu.au/employee-resources/working-at-flinders/equal-opportunity/woman-on-campus/pregnancy-and-work/keeping-in-touch).

KEEPING IN TOUCH PLAN

The supervisor shall keep in touch by:

 email in relation to:

 (please list e.g. training, changes to job or work area etc)

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Maternity Leaver to continue to be on email lists as follows:

(e.g. team, division/discipline, Portfolio/College – don’t forget social event email lists if these are important)

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 Telephone in relation to:

 (please list e.g. promotion rounds, job vacancies etc)

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The Maternity Leaver shall keep in touch by:

 Email in relation to:

(please list)

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 Telephone in relation to:

(please list)

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I ……………………………………….(supervisor) and I

………………………………………….(Maternity Leaver) have agreed on the above Keeping in Touch plan. However we recognise that circumstances may change and undertake to make amendments to this plan as required.

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Supervisor Maternity Leaver

**PLEASE NOTE:** Your People and Culture Coordinator needs to be kept in touch with proposed changes to leave arrangements