



# Employer Conversation Prompt Sheet:

## 25 Questions to Ask Your Line Manager or HR

Use this sheet as a guide when preparing for conversations with your employer. Whether you're discussing your pregnancy, parental leave, or your return to work, being informed helps you advocate for your rights and your wellbeing!

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Top Tip: Request a meeting rather than springing questions mid-email or in a corridor chat. A scheduled conversation shows you're being proactive and gives both sides space to prepare.

## Before or Early in the leave

1. What is the company's maternity/paternity/adoption/shared parental leave policy?
2. How much statutory and enhanced pay am I entitled to, and how is it paid?
3. When and how do I need to formally notify you of my leave dates?
4. Do I need to complete any internal forms or speak with HR directly?
5. Does the company have a policy on how accrued annual leave is taken after maternity/adoption/shared parental leave?
6. How is maternity cover being arranged, and can I be involved in the handover/hiring?
7. Can we discuss any reasonable adjustments due to (sickness/discomfort/health condition)?
8. What support does the company offer around fertility treatment, baby loss, or miscarriage?
9. Who do I speak to if I experience pregnancy related discrimination?
10. Am I eligible for shared parental leave and what's the process for applying?

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## During Leave

1. What is the agreed communication plan while I'm on leave?
2. Who should I contact if I need to change my return-to-work date?
3. Am I able to attend any KIT/SPLIT (Keeping in Touch) days, and how do I book them in?
4. Are there any key updates I should be aware of regarding my role or team?
5. How are KIT/SPLIT days paid?
6. How will I be notified of internal job vacancies or training opportunities while I'm away?

Top Tip: After the meeting, follow up with a short email confirming what was discussed. It helps you both stay aligned and creates a clear record if things change later.

## Planning Return to Work

1. What are my options if I'd like to request flexible working on return?
2. How do I formally submit a flexible working request, and when should I do this?
3. Can I return to a phased schedule or use annual leave to support my transition back to work?
4. Can we arrange a check-in or planning meeting ahead of my return to discuss priorities?
5. What kind of return-to-work support is available (e.g. coaching, mentoring)?
6. Will I have a re-onboarding or handover session before resuming my duties?

## General/Ongoing

1. Can I have a copy of all relevant family leave policies in writing?
2. What internal or external support resources are available for working parents?
3. Are there any networks or groups within the organisation that support parents and carers?

# Record of Conversation

Top Tip: Having a few prompts or concerns written down ensures you don't forget what matters to you — especially if you're feeling nervous or overwhelmed.

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