



**Start planning
your upcoming
parental leave**

PRESENTED BY  **Parento**



You got this!

Start planning for your parental leave

Thinking about your parental leave might not be the first thing on your mind with a little one on the way, but trust me, getting a jump on it is a game-changer. It's more than just blocking off dates on a calendar; it's about getting all your ducks in a row so when your bundle of joy arrives, you're not sweating the small stuff. Planning ahead means you can figure out the nitty-gritty of money, time off work, and all that official paperwork without it hanging over your head. Plus, it opens up a really positive chat with your manager about how you can make things work smoothly on both ends. So, why not tackle it early?



Plan early and set the right tone.

We know parental leave is not a vacation. However, to your colleagues it may feel like they are being left in a lurch or at least have complex feelings. Use this plan as a tool to set the tone for your leave.

Logistics

The basics of your leave: when, how long, who to contact, dates to remember, etc.

- Conversation with your supervisor about your leave and professional aspirations
 - Leave dates and a reminder that these will be flexible. Babies come on their own time! Did you know that 80% of women give birth up to 2 weeks before their due date?
 - Discuss how your leave will impact your career trajectory, including upcoming promotions, and reviews
 - Outline your goals for the next 1-3 years including how you'd like to take on new responsibilities, management roles, title changes, etc.
 - Responsibilities and duties you can permanently take off of your plate. This will provide room for growth, flexibility for new responsibilities, and perhaps even professional growth for one of your colleagues.
- Conversation with your team and other co-workers. Assure them that you will communicate every step of the way and ask for their input in relevant areas as you create your plan.
- Medical information. If you work in-person or in an office, consider sharing your partner's name and cellphone, your medical center location, and birthing contact (OBGYN, doula, midwife, etc) in case you go into labor at work. This can be given to your supervisor, HR, or a trusted colleague.

Understand and organize your options

Eligibility

Check in with your HR department to verify your eligibility.

Length of Leave

How many weeks of leave and when you can take it are all in the policy. Note if you must take your leave all at once (continuous) or if it can be divided over a certain time period (intermittent).

Pay During Leave

You may receive pay from your employer, your state (PFL and/or SDI), and, if giving birth, a short-term disability (STD) provider.

Paid Parental Leave Organizer

Organize Key Information	My Paid Leave	My Partner's Paid Leave
I am eligible for paid parental leave		
I am able to take up to ___ weeks of leave		
I can take my leave continuously / intermittently / either		
My leave must be completed within ___ months		
I will receive __% of my pay up to \$____/ week		
My pay will include short-term disability		
My pay will include <u>state benefits</u> (PFL / SDI)		
There is a waiting period for STD or PFL		
I have to use PTO/sick days before taking Paid Leave		

Sample OOO Auto Response

Don't forget to set up your out of office reply! Consider also setting up out of office notifications on all channels your company uses, such as Slack, Asana, etc. and set up a block on your calendar so that all meetings are automatically declined.

Here are some templates as a jumping off point. Feel free to customize!

OOO Template #1

TO

SUBJECT

Thank you for your email. I am currently on parental leave and will be unavailable, with no access to emails, until **[insert expected return to work date]**.

For questions regarding **[insert project or department]** please contact **[interim contact name]** at **[insert email address]** in my absence. For all other inquiries, please contact **[Name #2]** at **[insert email address]**.

Upon my return, I review emails in the order I received them. Thank you for your understanding and patience!

My best,
[Your Name]

Include an exact date, if available, or a range such as "mid-July" or "after Labor Day."

Feel free to direct all inbound requests towards one person or divide by project or type (Service, clients, etc) as needed.

OOO Template #2

TO

SUBJECT

Thanks for your email but I'm on parental leave through **[insert expected return to work date]**. As I navigate this exciting new time in my life, I will be unavailable. Please contact **[insert name]** at **[insert email address]** in my absence.

My best,
[Your Name]

Include an exact date, if available, or a range such as "mid-July" or "after Labor Day."

My Parental Leave Plan

I am expecting a new child and will be taking Parental Leave per our company policy. I will work with you to plan for my transition to leave and return to work so that there is clarity and coverage. This document is a “living document” and will continue to be updated as more details are defined.

Parental Leave Overview

Department	
Manager	
Due Date	
My Anticipated Last Day of Work	
Last Day Window (babies can arrive early!)	<i>Two weeks before the due date through one week after the due date</i>
My anticipated Return-to-Work Date	
Notes: limitations, special requests, etc. (if applicable)	

Contacts

Personal Email Address	
Cell phone number	
Emergency Contact (name, email, phone, relation)	
Hospital / Birthing Center	
OBGYN / Doctor Contact	

Communication

Primary point of contact	<i>Who has permission to contact you while on leave?</i>
It's OK to contact me in these circumstances	<i>Project updates, company personnel changes, review period, etc.</i>
The best way to reach me at home is	

Project Status

General Summary:

Project #1

Project Name	
Re-assigned to	
Project Scope	
Key Dates	
Resources / Docs	
Additional Notes	

Project #2

Project Name	
Re-assigned to	
Project Scope	
Key Dates	
Resources / Docs	
Additional Notes	

Project #3

Project Name	
Re-assigned to	
Project Scope	
Key Dates	
Resources / Docs	
Additional Notes	

Recurring Meetings

General Summary:

Meeting #1

Meeting Name	
Leader	
Who attends?	
Resources / Docs	
Additional Notes	

Meeting #2

Meeting Name	
Leader	
Who attends?	
Resources / Docs	
Additional Notes	

Meeting #3

Meeting Name	
Leader	
Who attends?	
Resources / Docs	
Additional Notes	

Helpful Professionals

Create a list of local professionals and providers that you can call if needed. Reach out before you need help to say hi!

Paid Parental Leave Organizer

Pediatrician	
OD / Midwife	
Urgent Care	
Mental Health Therapist	
Lactation Support (breastfeeding support group, CLE, IBCLC, etc.)	
Postpartum support (night nurse, doula, postpartum doula, etc.)	
Other health and wellness (pelvic floor PT, chiropractor, acupuncturist, massage therapist, etc.)	

Other Helpful Professionals

Babysitter / mother's helper	
Pet care or dog walker	
Urgent Care	
House cleaner	
Food delivery (or take them a meal, meal train, etc.)	



You did it!

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P.S. We never doubted you.