

RETURNING WORKS®

PARENTAL LEAVE CHECKLIST

A checklist for managers to make sure everything is in place for a successful return to work after family leave.

Preparation for Leave

- HR/payroll alerted
- Risk assessments
- Ante-natal appointments
- Maternity cover in place
- Handover taken place
- Family leave communications plan in place
- 1:1 support needed? Eg coaching, mentor, buddy

Parental Leave

- Congratulate employee on birth
- Communications plan in progress
- Work pattern discussion
- Promotion/training/development opportunities shared
- Pay/benefit reviews undertaken
- Preparation for the Return to Work
- Working pattern agreed
- KIT days in progress
- Phased return agreed if required
- Additional support in place if needed, eg buddy/mentor/parental coach
- IT/security access

Return to Work – First 90 Days

- Workspace set up
- Phased return if required
- Re-orientation meeting during first week
- 1:1 meetings with manager, at least monthly for the first 3 months
- Additional support in place if needed, eg buddy/mentor/parental coach
- Training plan in placed if required to address skills gaps
- Trial and evaluation working pattern