



2023 Employee Manager Maternity Check List

- Three months before leave (due date) meet with Human Resources, Manager, and Employee to go through the below. Please go over the below check list and if the section is not applicable, please put N/A.

1. Prep Period (**Manager Responsibility**)

- **Develop coverage plan**
Work with your employee to prepare a detailed list of key projects and tasks as a coverage plan (based on overall team priorities). _____
- **Outline responsibilities**
Clearly outline and communicate the coverage plan, including who will take on key tasks and projects.

- **Ensure smooth handoffs**
Have your employee prepare written guides, introduce external vendors, and have one-on-one training meetings, as needed, with anyone taking on portions of their work. Allow time for smooth handoffs to happen, encourage documentation and lend support when asked. _____
- **Prep communications plan**
Work with your employee to define how they would like to be communicated with and kept updated on any important internal news or team updates while on leave, in order to set clear expectations. _____

2. One Month Before Leave: Transition Plan (**Manager Responsibility**)

- **Embed flexibility for leave**
Agree to a clear start date of leave (**due date**, unless baby arrives early, of course!), put it on the team calendar, and discuss your employee's needs for flexibility as they approach their due date. _____



- **Preview upcoming strategic plan**
Meet with your employee to walk through your plan and calendar. Create space for your employee to ask questions.
-

- **Discuss professional goals**
Based on your employee's wishes, offer the opportunity to have a performance review to highlight their successes and learnings since their last review process.
-

3. During Leave (**Manager Responsibility**)

- **Offer congratulations**
Send a congratulatory note when baby arrives (& alert HR). Ask their permission to share the news with the full team. _____
- **Follow employee's preferred communications plan**
Check in based on their wishes and via your agreed-upon outreach method. Remember that the employee is on an approved leave of absence and any work discussion should be minimal. _____

4. One Month Prior to Return

- **Check in on needs (**HR responsibility**)**
HR will reach out to employee and manager to ensure your employee's success upon their return, assess IT needs, childcare concerns, and ask about any concerns that the company may be able to help address. _____



- **Suggest an update call (Manager Responsibility)**

If your employee wishes, two weeks prior to return, have a 30-minute check in call to share any key team updates, preview your employee's key projects and goals for their first month back. Set clear expectations for a smooth transition: if possible, implement a period for your employee to test out their schedule, understand needs, and more. Catch them up, check in, share internal updates, set clear goals and priorities for their first 4 weeks (**Reflected in Transition Plan**), and answer their questions or concerns.

- **Prepare welcome (Manager Responsibility)**

Make team aware for your employee's warm welcome back.

- **Arrange welcome back with HR (HR Responsibility)**

HR will work with employee to be a partner in their transition back to work, offer a listening ear, and be there as a resource and support. HR will reach out to the employee on their first day back and set up check-ins over their first few weeks back.

5. The Return (*following 16 weeks, during the Transition plan*) (Manager Responsibility)

- **Set the tone**

Send an email reminding employees to check in with their teammate and to respect their calendar, and to make them feel welcome. _____

- **Encourage transparency and over-communication**

Make your employee feel supported as they may juggle childcare needs, an ever-changing feeding and sleep schedule, and transitioning back to work. Be transparent and ask them to do the same, and make them feel supported every step of the way. _____



- **Allow your employee to define their schedule**
If possible, set up your employee's weeks back at work as a trial period for them to determine what they need to make their work successful and productive. Encourage them to test their schedule and be flexible, and schedule a check in at the end of two weeks to find out what's working, what's not, and how you can support their needs. _____

- **Check in often**
Touch base regularly to ensure the transition schedule and plan is working, clarify goals and priorities, and ask about your employee's needs. _____

Manager Signature: _____ Date: _____

Employee Signature: _____ Date: _____

HR Signature: _____ Received Date: _____