

Professional Employee Manager Check List: Please complete the following if you have an employee that will be applying for Paid Family Time Off (Maternity or Parental Leave).

- **Start the conversation & offer options for flexibility (pre and post baby plan) including the following (please check off that it was discussed and agreed by both employee & manager):**
 - Work from home. ____
 - Flexible work hours. ____
 - Expectations for getting their work done and on time for business needs. ____
 - Come back to work slowly when returning from maternity and/or parental leave. ____
 - Be flexible with doctor appointments, allow your employee to come in late and/or leave early, let them make up the work at home and/or adjust their schedule for the remainder of the week. ____

***Please review the Back to Work Moms program in the SMP Paid Family Time off Policy for this above section of the checklist. Please remember to also allow some flexibility for parental leaves as well.**

- **Have these conversations with your employee:**
 - Who will back them up while they are out? ____
 - What will go on at work while they are out? ____
 - When they return will things remain the same/have responsibilities changed? ____
 - Check-in weekly prior to the employee going out. ____
 - Ask how is their workload? ____
 - Does the employee feel they still have a good work/life balance with becoming a new parent? ____
 - Confirm employee will communicate what day they are coming back/plan to work from home. ____
 - Will your employee be comfortable with business travel once they return? ____
 - The law requires “reasonable amount of break time” in regards to breast feeding mothers. ____
- **Parental Leave is covered under FMLA therefore the following applies:**
 - An employer is prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right.
 - Refusing to authorize FMLA leave for an eligible employee
 - Discourage an employee from using FMLA leave
 - Using an employee’s request for or use of FMLA leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions

- **Make sure employee reports leave to HR once they are comfortable. ____**
- **Return this form to HR when the employee has gone out for their leave. ____**

Manager Signature: _____ Date: _____

Employee Signature: _____ Date: _____

HR Accountability (Prior to leave and when the employee returns):

- Go over leave with Employee (Disability, FMLA, Salary Continuation, *Only LIC NY PFL)
- Give employee Request Form for them to sign prior to their leave.
- Give employee and manager a copy of SMP’s Paid Family Time off Policy.
- HR will meet with manager to have them sign request form and ask if there are any questions.
- Receive Signed Check List from HR Manager signed by manager and employee once the employee has gone out on leave.
- Check in with employee when they return or are about to return from leave to see if they have any questions and/or concerns about returning to work. Is the manager following the checklist?

