



**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)***

**Please check off or initial each bullet point discussed and agreed by both employee & manager:**

- Ability to work from home or have flexible work hours. \_\_\_\_\_
- Expectations for getting their work done and on time for business needs. \_\_\_\_\_
- Adjust back to work slowly when returning from maternity and/or parental leave. \_\_\_\_\_
- Flexibility with doctor’s appointments, employees are allowed to come in late and/or leave early, allowed to 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 cover them & what will go on at work during their absence? \_\_\_\_\_
- Upon return will things remain the same/will responsibilities change? \_\_\_\_\_
- Weekly check-in prior to the employee going out. Ask how is their workload? \_\_\_\_\_
- Does employee feel they have a good work/life balance with becoming a new parent? \_\_\_\_\_
- Confirm employee will communicate return to duties date and schedule. \_\_\_\_\_
- Will your employee be comfortable with business travel once they return? As 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 Responsibility:**

- Go over leave with employee (Disability, FMLA, Salary Continuation, \*Only LIC NY PFL).
- Provide employee with parental leave request forms to be signed by them and their manager and submitted to HR prior to their leave.
- Provide employee and manager with a copy of SMP's Paid Family Time off Policy.
- Review parental leave documents before employee goes out on leave. Is the manager following the checklist?
- 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.