MAVEN

Manager checklist: Supporting employees before, during, and after parental leave

Take these steps to help employees feel supported before their leave, give them the opportunity to disconnect on their time out, and have a successful return to work.

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Before the employee's parental leave
One month before a planned leave begins

- Acknowledge the situation: When an employee first shares the news that they're welcoming a child, congratulate them and save coverage conversations for a later time.
- Set up a preliminary work transition meeting with the employee to understand their current work and projects.
- Create a coverage plan and reach out with any questions before the employee goes out on leave.
- Ask the employee if there is anything they need from you before, during or after the leave.
- Ask the employee how they would like the leave to be announced to the team.
- Agree on communication boundaries like the frequency of communication and method while they're out of leave.

While the employee is on leave

- Create a tracker to keep note of any big changes to share upon your employee's return.
- Set up time to discuss the employee's return to work plan, their role/projects, and how they are feelings.
- Notify the team of the employee's return to work.
- Create an onboarding document.
- If this is available, talk to the employee about returning to work gradually or more formal flexible options as they come back.
- Assign a buddy to your returning employee to help their transition back to work.
- Confirm everything is set up with the employee's desk space or work from home space.

When the employee first returns from leave

- Set up a 1:1 for their first day back and align on priorities.
- Allow the employee time to re-integrate during their first few days. They may feel like a new employee again so be flexible and figure out how you can best support them.
- Set realistic, achievable goals. Be clear on your expectations and scope work accordingly for their first few months back .
- Support nursing mothers. It's critical to provide time and space for nursing mothers to pump. Be respectful of recurring blocked times in their calendar.
- Introduce their ramp-up buddy on their first day back.

During their first few months back

- Respect boundaries. Be mindful that this a new parent and don't schedule meetings that conflict with pumping breaks or attending to childcare needs.
- Encourage self-care. This could look like letting them know they have vacation days to use or offering flexible scheduling.
- Check in early and often.
- Take time to clarify performance expectations to ensure you and your employee are on the same page.

Every employee's return to work experience is unique.

Please work with your HR team and your employees on how best to ramp them back up. You can make a big difference in these months back with clear communication and thoughtful support.

But remember, your employee is not alone during this time. They have access to Maven, with 24/7 support as they learn to be a working parent. With Maven, your employees can get free expert support with:

- The process of returning to work
- The emotions that come up as a new parent going back to work
- Breastfeeding or bottle-feeding
- Navigating infant sleep

Set your employees up for success by letting them know they have access to Maven. Maven is there for members at any time, day or night—even at 2 am.

Share that your employees can join Maven for free at mavenclinic.com/join/leavemanagerchecklist

← Patricia Hall

Patricia Hall
Sleep Coach
18 years of experience

Today's Availability

| 1:00 PM | 1:20 PM | 1:40 PM | 2:0 |

💬 Watch video bio

Sub-specialties

Sleep training, Infant and child sleep patterns, Sleep support, Chair method

See all available times

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