

PARENTAL LEAVE PLANNING MILESTONES



UNDERSTAND YOUR RIGHTS & BENEFITS

8-16 weeks before your Due Date

Ensure you are well-informed about your parental leave rights, company policies & benefits. Clearly define (& document!) the duration, paid & unpaid aspects, and your return plan. Consider any childcare & postpartum support options.

BUILD & REVIEW YOUR PLAN

6-12 weeks before your Due Date

Developing a family leave plan is crucial for organization & effective communication. Your plan should outline responsibilities, deadlines, & communication preferences. Collaborate with your manager to identify appropriate backups & define goals for specific tasks.



SOCIALIZE & ENGAGE

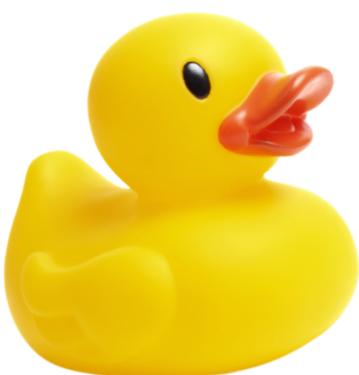
4-8 weeks before your Due Date

Make sure the colleagues & clients you interact with know that you have an upcoming leave. Clearly communicate your plans (who your backup is, key details). Start to engage your backups by including them in communications & meetings to ensure a smooth transition.

COVER YOUR DEPENDENTS & EXFOLIATE YOUR CALENDAR

2-4 weeks before your Due Date

Actively transition responsibilities to backups (so they are in the lead). This allows for a smooth handover, boosting their confidence & highlighting any gaps in your plan. Exfoliate your calendar - cancel or reschedule meetings in line with your planned leave dates. Set a check-in with your manager for during your leave. If you have other kids or pets, detail out who will care for them during delivery.



TIDY UP & BE A LAME DUCK

2-3 weeks before your Due Date

Say thanks to your backups, and if you are working on “baby watch” look for short term ways to help out. Tidy up your physical workspace & get your parental leave auto-reply queued up!