



Parental leave plan? Done!

# Parental Leave Pathways

PRESENTED BY  **Parento**

# Navigating Pathways

Your Parental Leave is right around the corner and Parento is here to help!

With a clear plan for your leave - and your return to work - you'll feel confident and in control. The Pathways Workbook is designed to help you organize your work, clarify your intentions, and communicate with your entire team.

Start at the beginning and move through the stages as you are ready.

## 3 My Parental Leave Plan

Logistical plans, guidelines, and worksheets to help you prepare for leave in a way that sets you and your co-workers up for success.

## 9 Communication Preferences & Boundaries

Tools to help you navigate the transition to becoming a parent, and five steps to building a parenting mindset.

## 10 Your Leave, Your Career

Congratulations: your baby's here! This section includes suggested reading during the early days of new parenthood.

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Steps and strategies to navigate your final weeks of parental leave and transition back to work confidently.

## 16 Working Parenthood

An overview of resources available to you through Parento.



### Need to talk this through?

Schedule a one-on-one session.

[Talk to a Coach](#)



# My Parental Leave Plan

Hooray!! Your family is growing and while you are working on your baby registry and making freezer meals, don't forget to prioritize your work leave plan.

Starting to plan for your parental leave can be extremely daunting. There's so much to do, so much information, where do you even start? Don't worry! We're here to alleviate some of those concerns.

Use the following worksheet to create a leave plan that includes:

- Parental Leave Overview
- Communication Preferences
- Wind-down Calendar & Timeline
- Responsibilities & Delegation

Not sure where to start? Reach out to your **Parental Leave Coach** for a consultation. Always free and confidential for Parento parents & their partners.



## Use your plan to help set the tone for your leave.

We know parental leave is not a vacation. However, to your colleagues it may feel like they are being left in a lurch or at least have complex feelings. Use this plan as a tool to set the tone for your leave.

## Helpful Tips

Collaboration? Opportunities for professional growth? Strengthen relationships? You got this!!

- 01 This is not a one-and-done activity.**  
You have a complex role and capturing it all will take some time. Before you even start, spend a week writing down all of your tasks as you do them. This will help you catch the automatic activities that you may otherwise miss.
- 02 Engage your co-workers in the plan.**  
Use this plan as a tool to ask them about their concerns and do your best to mitigate them. Also, they may see areas you've overlooked or places to add more detail.
- 03 Express gratitude.**  
Your work friends are happy for you and they may be taking on more responsibilities while you are out. Be sure to recognize them and show your appreciation.

# My Parental Leave Plan

I am expecting a new child and will be taking Parental Leave per our company policy. I will work with you to plan for my transition to leave and return to work so that there is clarity and coverage. This document is a "living document" and will continue to be updated as more details are defined.

## Parental Leave Overview

|                                                               |  |
|---------------------------------------------------------------|--|
| Name                                                          |  |
| Department                                                    |  |
| Manager                                                       |  |
| Due Date                                                      |  |
| My Anticipated Last Day of Work                               |  |
| Last Day Window<br>(Weeks 38-41 of pregnancy)                 |  |
| My anticipated Return-to-Work Date                            |  |
| Notes: limitations, special requests,<br>etc. (if applicable) |  |

## Contacts

|                                                     |  |
|-----------------------------------------------------|--|
| Personal Email Address                              |  |
| Cell phone number                                   |  |
| Emergency Contact<br>(name, email, phone, relation) |  |

## Communication

|                                              |  |
|----------------------------------------------|--|
| My primary point of contact while on leave   |  |
| It's OK to contact me in these circumstances |  |
| The best way to reach me at home is          |  |

## Direct Reports

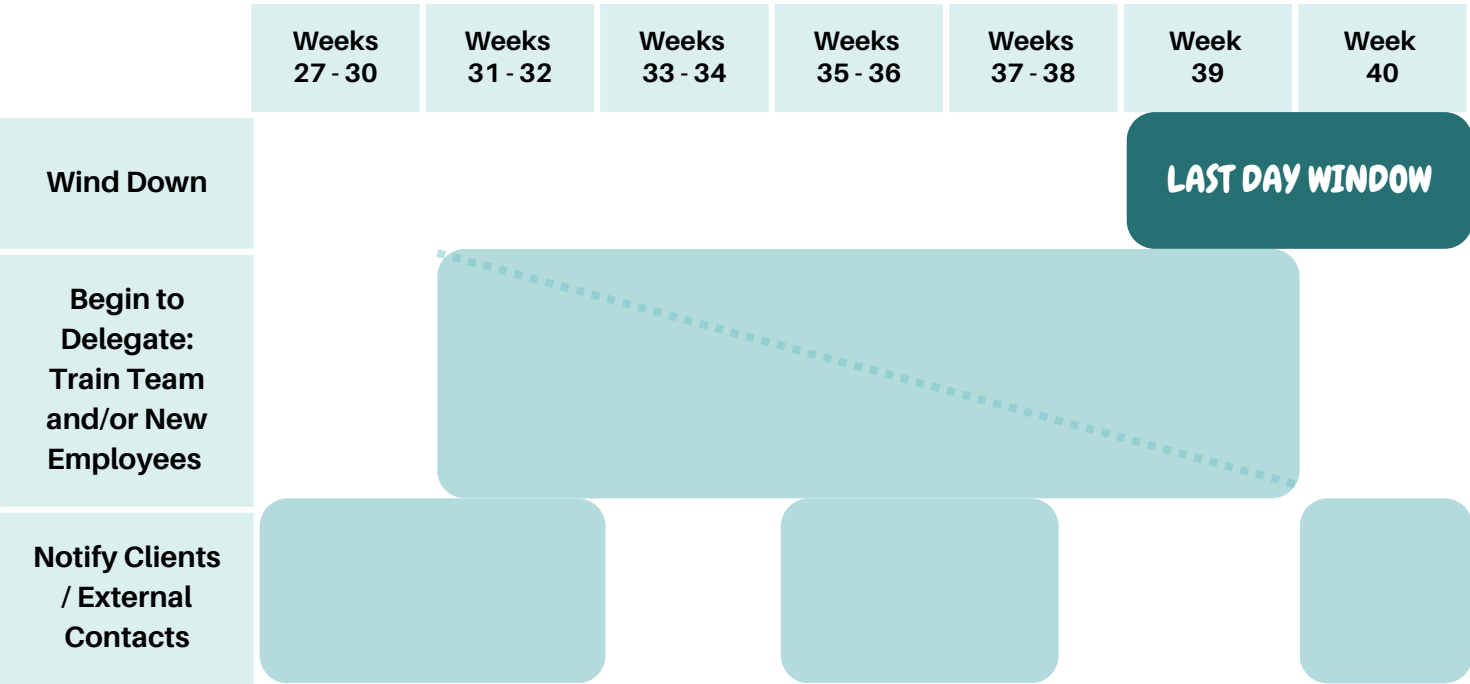
My team of direct reports includes:

| Name | Role | Interim Supervisor |
|------|------|--------------------|
|      |      |                    |
|      |      |                    |
|      |      |                    |
|      |      |                    |
|      |      |                    |

Interim Supervisors will be responsible for:

## Wind Down Calendar

As you get closer to leave, begin passing your responsibilities. By the end you should be mentoring and available for questions while your team is doing the heavy lifting.



## Project Status

### Project #1:

|                   |  |
|-------------------|--|
| Highlevel summary |  |
| Re-assigned to    |  |
| Key Dates         |  |
| Resources / Docs  |  |
| Additional Notes  |  |

### Project #2:

|                   |  |
|-------------------|--|
| Highlevel summary |  |
| Re-assigned to    |  |
| Key Dates         |  |
| Resources / Docs  |  |
| Additional Notes  |  |

### Project #3:

|                   |  |
|-------------------|--|
| Highlevel summary |  |
| Re-assigned to    |  |
| Key Dates         |  |
| Resources / Docs  |  |
| Additional Notes  |  |

## Recurring Meetings

### Meeting #1:

|                  |  |
|------------------|--|
| Meeting Purpose  |  |
| Leader           |  |
| Who attends?     |  |
| Resources / Docs |  |
| Additional Notes |  |

### Meeting #2

|                  |  |
|------------------|--|
| Meeting Purpose  |  |
| Leader           |  |
| Who attends?     |  |
| Resources / Docs |  |
| Additional Notes |  |

### Meeting #3:

|                  |  |
|------------------|--|
| Meeting Purpose  |  |
| Leader           |  |
| Who attends?     |  |
| Resources / Docs |  |
| Additional Notes |  |

## Recurring Tasks

| Task | Owner | Key Dates | Notes & Materials |
|------|-------|-----------|-------------------|
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |

## Stand-alone tasks

| Task | Owner | Key Dates | Notes & Materials |
|------|-------|-----------|-------------------|
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |
|      |       |           |                   |

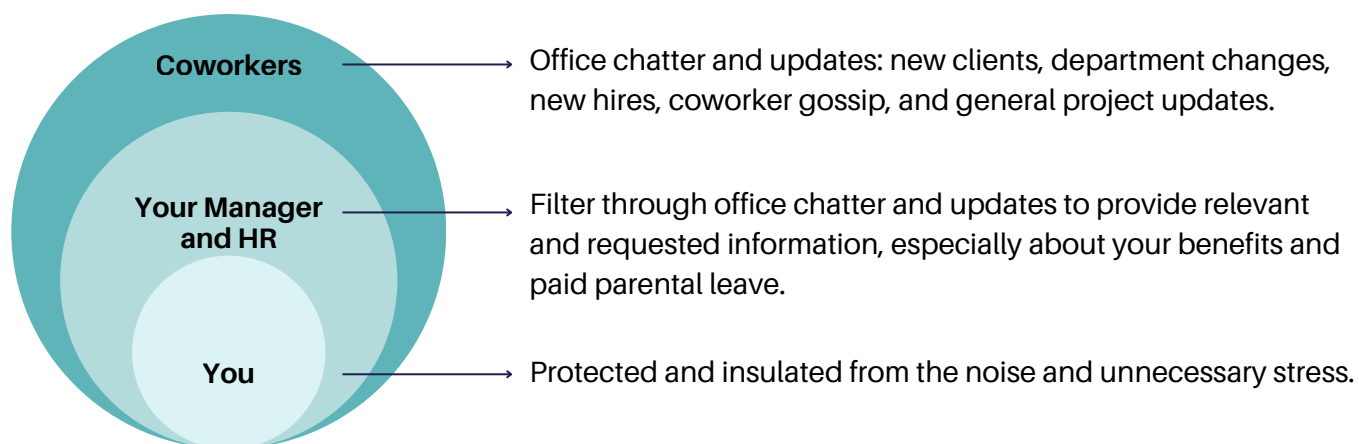
Notes:

# Communication Preferences and Boundaries

Outline how you prefer to be contacted during your parental leave - if at all!

Use the Communication Bubble to help you visualize your plan. Some parents want to be insulated from all company business. Other parents prefer high level information, company updates, or to still communicate with direct reports. No right or wrong answers. Just personal preference.

***Keep in mind that you are not obligated to work while you are on leave.***



Don't forget to communicate this to the folks that need to know - your supervisor, team, and other internal stakeholders. Use this template to set your clear communication boundaries and expectations. Be as specific as possible to avoid confusion.

Don't forget to schedule your OOO for the beginning of your leave. Put your personal spin as you let the world know you are on leave.

## My Communication Considerations for your Parental Leave Plan:

- My Designated Contact
- When is it okay to contact me
- Project information
- Company updates
- Best way to contact me



**Defining and communicating boundaries is a skill that will serve you well as a working parent. Use this as an opportunity to practice.**

# Your Leave, Your Career

## Use Parental Leave as an Opportunity for Growth

Going on parental leave can be a natural opportunity to evaluate your career goals, and have an honest conversation with yourself and your employer about your growth and development.

Use this self reflection to guide you as you outline your work responsibilities, delegate, and train others.

### More like this!

This work gives me  
energy, joy, or purpose

---

### All in the job.

This work is fine as it is,  
no change to status quo

---

### Ready to Shake it Off

This work is draining  
and not aligned

---



## Need to talk this through?

Schedule a one-on-one session.

[Talk to a Coach](#)



## Your Career Momentum

### Dream up what comes next

Using the self reflection on the prior page, take a moment to write down where you'd like your career to be on the other side of the parental leave transition and re-integration as a working parent.

*Think about the professional aspirations as well as your personal lifestyle. It's okay to dream!*

### Moving in the right direction

What needs to happen to move toward this dream? How can you use your parental leave to build momentum.

- ☐ Schedule conversation with supervisor or HR to discuss
- ☐ Identify 3 objectives, measurable goals, or activities that feel like momentum.

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

- ☐ What support, resources, or tools will you need to hit these goals?

- ☐ How can you use your parental leave plan to shift responsibility and free your time?



# My Return to Work Plan

## Preparing for the Return to Work

Congratulations! You made it through birth and leave and your body, life, community, finances, and relationships have gone through big changes. It is natural that this transition may bring up many emotions. Excited to see work friends and to use your brain in a familiar way? Apprehension about new routines and logistics? Childcare blues? These are all totally NORMAL!

We suggest planning your return-to-work at least two weeks before your anticipated return work date, but the earlier the better! Be sure to communicate your needs with your manager and HR, keeping open lines of communication.

### Final weeks of Parental Leave

- ☐ Finalize arrangements with your child care provider. Don't forget to find babysitters for the occasional date nights - self care is important!
- ☐ If you are breastfeeding or pumping, consider milk storage, pumping, and introducing bottles now. This will give you and your baby time to adjust.
- ☐ Check in on your emotional and mental health. Talk about any changes or concerns with your coach or a medical provider.
- ☐ Investigate your work wardrobe. Whether your body has changed or just the season, a few new outfits can make you feel ready for whatever comes your way.
- ☐ Talk to other parents who have returned to work and ask about their experiences.



### Three Tips for A Smoother Return to Work



- 01 Practice your morning routine a week before returning to work.** Run through every step to see what works and what doesn't: Set your alarm, get ready for work, pack up your child, drop off at daycare (or pretend to), and commute to work. This will give you a chance to make adaptations if needed and lower the first day anxieties!
- 02 Start with a partial week if possible.** Staring down a 5 day work week can feel daunting for your first week back. Talk with your HR or manager about the possibility of starting later in the week. Other ramp-up options may be available if needed.
- 03 Talk about roles and responsibilities with your partner.** Life has changed since you were last at work. If you haven't yet, use this time to talk with your partner about what will be changing when you return to work and how family work is going to be divided up.

## Re-Onboarding Schedule

Re-engaging with your work is the final step of your Parental Leave pathway. Well thought out conversations with your HR and your supervisor can smooth out the bumps in the transition back to work.

### ☐ **2-3 weeks prior to your return**

- ☐ Reach out to manager and/or HR to discuss return logistics such as expected return date, schedule changes, accommodations, and any concerns. If you are pumping at work, ask about the facilities available.

### ☐ **Day 1: Welcome back!**

- ☐ Give yourself permission to ease back into work
- ☐ Schedule a 1:1 with your supervisor
  - ☐ Review the Leave Briefing
  - ☐ Review the return plan. Do the items you discussed prior to return still feel ok?
  - ☐ Schedule weekly check in for next 4-6 weeks

### ☐ **Week 1: Listening Week**

Use this week to familiarize yourself with the current situation and clear out clutter. The priority is onboarding and adjusting. It is not a week to focus on performance.

- ☐ Catch up meetings
- ☐ Clean out inbox, flag messages that need follow up
- ☐ Review project activity history and gain understanding of current status.

☐ \_\_\_\_\_

☐ \_\_\_\_\_

### ☐ **Weeks 2 - 4: Ramp Up Period**

Over the first month, begin to take back the work you delegated or begin to learn new responsibilities. Be proactive in setting the tone with appropriate boundaries and communication.

- ☐ Continue 1:1 with supervisor. Talk about what's working & what needs to change. Be sure to ask about reviews and promotions if they were scheduled during your leave or in this onboarding window.
- ☐ Review delegated work and begin to assume responsibilities in a methodical and thoughtful manner.

☐ \_\_\_\_\_

☐ \_\_\_\_\_

☐ \_\_\_\_\_

## Leave Briefing for \_\_\_\_\_

### Catch me up!

I anticipate being back to work on \_\_\_\_\_ and look forward to reengaging with my work. Together we will determine what my re-onboarding plan will look like to make this transition successful for all.

To help me get up to speed, please fill in this Leave Briefing to provide a snap shot of what changed and where we are going within the organization, department, and projects.

#### Company Updates

Staffing, promotions & role changes, big announcements

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#### Technology Updates

New systems, credentials, processes

---

#### Project Updates

Big wins, new launches, key decisions, status changes

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#### Top Priorities for next 30-60 days

At organizational and department level, list 2-3 priorities



## Re-onboarding Priority Matrix

### Mindfully take back your tasks & responsibilities

Don't let the mountain of emails or mile long to-do list overwhelm you. Using this matrix, categorize your workload so that you can tackle the highest priority items while not letting the other items slip through the cracks.

Remember, it will take some time to rebuild your work endurance. Communicate your needs with your manager and team throughout your transition back to work.

#### Do Now

High priority, you are the  
best person for the job

#### Schedule It

Work to take back this month.  
Note key dates & meetings

#### Parking Lot

Long term goals or activities  
that can wait for now

Permenantly Delgated or Deleted

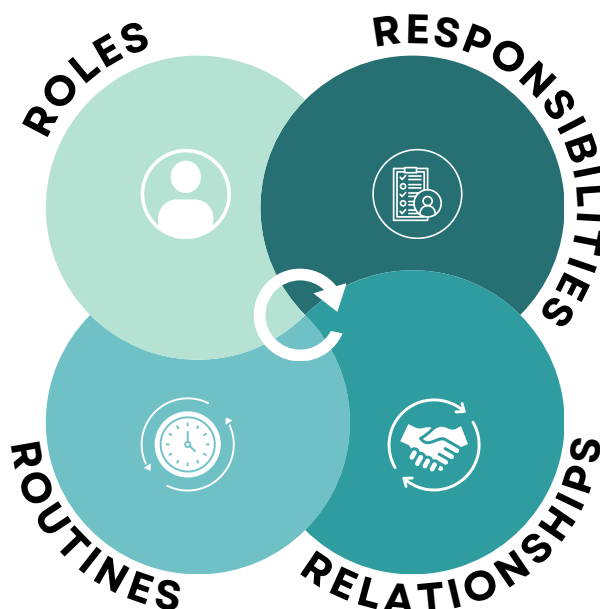
# Working Parenthood

As you are settling in at work, this is a great time to take stock of what is and isn't working at home and work.

As you know, home life and work life are integrated, not separate entities. When you start making changes - like going back to work - there is a ripple effect that impacts:

- Roles
- Responsibilities
- Routines
- Relationships

At each major change, evaluate the 4Rs. Are there areas that need to be reprioritized or rebalanced? What is needed to get you where you want to be? What can you change that will make things a little easier or help you reach your goals?



If you have a partner, be sure to engage them in these conversations. Cover the basics, state your needs clearly, address expectations, and leave room for flexibility.

- **Logistical questions**
  - Who's handling drop-off and pick-up?
  - Who will be the primary contact if a child is sick?
- **Roles and responsibilities**
  - How will we divide household chores and responsibilities?
  - How will we divide child related responsibilities?
  - If you're working from home: what are your expectations for interruptions / updates throughout the day?
- **Self-care**
  - How do we schedule unwind / "me" time after work?
  - What do we each need to take care of ourselves?
  - Schedule periodic check ins with each other

## 30 Day Reflection

Becoming a working parent is the final phase of the “parental leave transition period”. As with all the other steps, mindful intention can help you find your footing and give you agency as you build the systems that work best for you and your family.

*Use this worksheet as a guide to reflect on the first 30 days back at work. On the next page, amplify what is working well and use your strengths to minimize the challenges.*

### Work & Career

What’s going well? What feels difficult or draining?  
(e.g. schedules, workload, interactions with team & manager)



### Home & Family

What’s going well? What feels difficult or draining?  
(e.g. morning & bedtime routines, childcare, partner relationship, household chores, finances, meals)

### Your Self

What’s going well? What feels difficult or draining?  
(e.g. physical & mental wellbeing, self-care time, friendships, family)



## More Of / Less Of

Based on 30 day reflections, decide what adjustments you need to make. Highlight items that are top priority and star those that are low hanging fruit.

| I Need MORE of<br>(support, habits, practices to cultivate) | I need LESS of<br>(tasks, habits, noise to eliminate) |
|-------------------------------------------------------------|-------------------------------------------------------|
| At Work:                                                    | At Work:                                              |
| At Home:                                                    | At Home:                                              |
| For My Self:                                                | For My Self:                                          |

## Accountability Statement

Looking at the items above, commit to making a change this week. Write a brief statement outlining your top priority and what you do to improve your immediate day-to-day as a working parent.

*Ex. I am committed to keeping evenings open for family without checking emails or chatter channels. I will do this by setting up Do Not Disturb settings on my phone and an auto responder in my email.*





**You did it!**



**P.S. We never doubted you.**