

# Parental Leave Transitioning Guide



## Create a Plan

Include the following considerations to establish clear goals through each stage of an employee's transition in, out and back into the office.

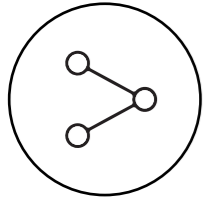
Be flexible with any plan, the employee's needs may change and it is impossible to predict every eventuality. Iterative communication is critical throughout. Consider updating the practice's flex working policy concurrently.

## PREPARING (+3-6 Months)



### Who is providing support?

Identify and record the key team members who will be involved in the transition.



### Role transition

Every employee is different, and so are their personal circumstances. Agree on how and when the employee's role will transition. Consider the tasks undertaken and the flexible work conditions required to support the role transition.



### Support

Discuss what support is available and is needed during the transition phase and whilst on leave. Topics to discuss include financial support, additional resources required to undertake the employees role during transition and maintaining health and wellbeing in the office.

## BEFORE LEAVING (0-3 MONTHS)



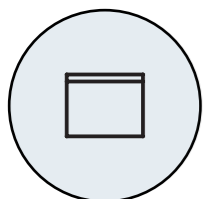
### Contact methods

Record how the team should communicate, and the requested frequency of any contact.



### Engagement

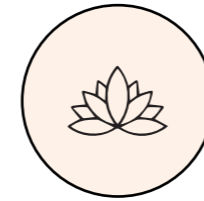
Confirm what the employee would like to be kept informed of and / or participate in during the various stages of their leave. For example, promotions, corporate events, social events, project updates, visits and so on.



### Quarterly Plan

Prepare a Quarterly pPan that records desired quiet periods, periods when the employee would like to be contacted, and estimated time frame for the leave.

## DURING LEAVE



### Wellbeing

Allow time for the employee to focus on their goals in relation to the wellbeing of their family. This is particularly important in the early stages of the leave.



### Implement

Implement the Quarterly Plan.



### Create a Return to Work Plan

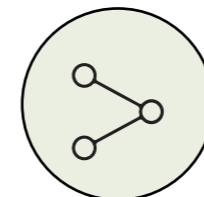
Prior to returning (for example, 2-4 months) communicate what is available and needed to support returning to work and record what is agreed. Considerations include flexible working, financial support, child care and other support arrangements.

## RETURNING



### Implement

Implement the Return to Work Plan and assign a team member to monitor it including any required ongoing customisation of the Plan.



### Role Transition

Discuss career goals with the employee and agree time frames for any desired role transition. Consider providing enhanced Mentoring and Sponsorship programs to the employee.



### Feedback

Seek iterative feedback on the process and support provided from all involved. Continue to refine and improve.