



# Toolkit

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- Self-Assessment Tool
- Parental Pathway
- Plan on a Page

# Plan on a Page

To support employees and managers to have regular, honest and open dialogue about transitions and aspirations pre and post parental leave, consider developing a Parental Leave Plan on a Page. The template helps managers to see staff through a different lens and could be used as a dynamic document, updated before, during and following return.

## CONTACT DETAILS

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## GETTING READY

### CONVERSATION FREQUENCY:

Monthly discussion with manager

### KEY DATES

HANDOVER PERIOD: May – June 2020  
LEAVE PERIOD: 1 June 2020 – March 2021  
DUE DATE: 15 June 2020

### ON MY MIND

**MEDICAL:** Wondering about taking time for antenatal care, and whether I need to take leave or manage within my given hours.

**PROFESSIONAL:** Ensuring I am considered during performance evaluation and appraisal.

**OTHER:** Seeking confirmation of contractual maternity pay.

## GETTING READY

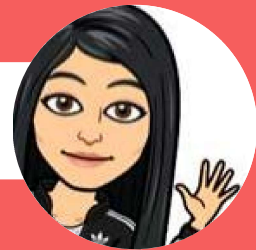
### IMMEDIATE:

Promotion to Senior Designer

### LONG TERM:

Team leader

## CLAIRE MARSHALL



## WHILE I'M AWAY

### STAYING IN TOUCH:

PREFERRED CHANNELS: SMS or email

FREQUENCY: Fortnightly

TOPICS : Organisation restructures, promotion opportunities and team social events.

## RE-INTEGRATION

### TRAINING AND DEVELOPMENT

- Mandatory risk training on return
- Human centred design

### CHANGES TO WORK PATTERNS AND SCHEDULES

KEEPING IN TOUCH DAYS: To be utilised for training and planning days.

FLEXIBLE WORK REQUEST: Request to work part time (Monday – Wednesday)

### SUPPORT NETWORKS

Member of the parents at work network

Regular catch ups with manager (fortnightly)