

# 5 MUST DO'S WHEN MANAGING AN EMPLOYEE PLANNING FOR LEAVE



## SUPPORT

Commit to providing your employee with support during this pivotal life moment. Be their partner to create a transition plan, actively listen and address any concerns, recognize emotions, and tune in to your own reactions and potential bias.

## COMMUNICATION

Managers should assess and understand their employee's preferences on how they would like to share their news with colleagues, direct reports, and key stakeholders. Create a communication plan for clients and any external stakeholders.



## FLEXIBILITY

Passage of the Pregnant Workers Fairness Act now mandates reasonable accommodations for pregnant workers, but even non-birthing expecting parents may require flexibility, for example adjusting schedules for appointments.



## RESOURCES

Managers are the best resource for their employees! Take the time to connect your employee with relevant benefits information, employee resource groups, and your company's leave policy. Not sure what's available? Connect with your HR business partner to find out!



## TEAM CARE

Don't forget about the rest of your team! Check in with team members, especially those that may be asked to take on additional or new responsibilities. Model care and empathy to ensure everyone feels supported and not resentful!



LOOKING FOR MORE WAYS TO SUPPORT THE WORKING PARENTS AND CAREGIVERS AT YOUR ORGANIZATION? VISIT US AT [WRK360.COM](http://WRK360.COM)