



TOP 10 QUESTIONS TO ANSWER BEFORE YOU GO ON PARENTAL LEAVE

1

What are your professional goals prior to leave and the year following leave?

“My goal pre-leave is to up-level my team to take over for me while I’m out, and post-leave I want to get promoted to portfolio manager.”

2

Who is the advocate that will represent your professional goals and priorities while you are out?

“My manager is a powerful advocate and knows exactly how I feel about the major strategic questions currently being debated at the leadership level.”

3

Do you know all the steps and paperwork you need to complete to secure your parental leave benefits?

“HR provided me with clear instructions, and I’ve already researched the childcare FSA, health insurance and backup childcare.”

4

What are your most critical current responsibilities that need to be covered when you are on leave?

“Anything related to sales and upsells is top priority. Those cannot falter while I am out, and I have to be creative to make sure this isn’t affected.”

5

Where will stakeholders go to understand who is on point for each of your key responsibilities?

“I circulated a summary coverage plan to a big group of coworkers, and they’re free to dig into the detailed plan if they have questions.”



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6

How do you want to communicate (or not) with your employer and teammates while you are on leave?

“I set up a monthly call with my manager the last two months of my leave, and I gave my team a list of topics that I want them to email me about while I am out. I set the expectation that I might not reply, but I’d like the option to reply.”

8

How does your parental leave affect variable compensation and path to promotion?

“While I’m on leave I earn the average commission that I have been paid over the past six months, and this leave time counts toward my promotion.”

7

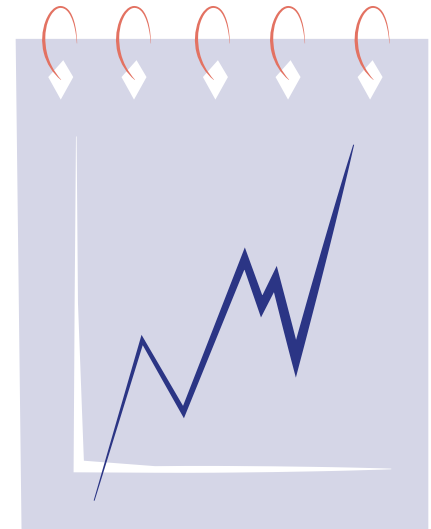
What are the top three things that have to happen while you are on leave?

“Ensure our top client is happy, successfully roll-out the new pricing model, and hit our quarter sales target.”

9

How do you want to manage ramp up back to work?

“Return back on a Wednesday, and work from home 1-2X per week for the first month. I want to start right away on my big strategic project I identified pre-leave.”



10

Have you thought about childcare—and backup childcare?

“Our son is in daycare, and we have an expensive but high quality emergency nanny care service in case he gets sick.”

By working with Parentaly you get access to detailed modules and templates that walk you through this entire checklist in much greater detail. Additionally, you work with an experienced career coach to pressure test your plan and address all of your concerns - ensuring you enter leave with confidence and that your team is set up for maximum success!

Intrigued? Pass this checklist on to your HR Business Partner and ask them to get in touch with Parentaly to learn more!

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