



Maternity Leave Checklist

Congratulations on the new addition to your family! This checklist is intended as a tool to help you navigate through the procedural matters of parental leave in conjunction with your company's HR department. If you have any questions about this or any of your rights under the state and federal law, please contact your company's HR department.

MATERNITY LEAVE PREP	DURING LEAVE/RETURNING TO WORK
<ul style="list-style-type: none"> <input type="checkbox"/> Discuss your pregnancy with your manager. <p style="margin-left: 20px;"><i>Some women choose to wait 12 weeks until announce, but the choice is yours.</i></p> <input type="checkbox"/> Report your leave with HR and discuss these suggested topics: <ul style="list-style-type: none"> ○ FMLA qualifiers ○ Short Term Disability or other paid benefits to consider during your leave ○ Understanding your insurance premiums <p style="margin-left: 20px;"><i>You may owe for benefits during your period of leave.</i></p> ○ Medical benefits for pregnancy, delivery, and postpartum ○ Flex Spending Account, Health Spending Account, or Dependent Care Account if available ○ Fitness for Duty if required ○ The process of enrolling your child in benefits upon their arrival <input type="checkbox"/> Financial Planning during leave <p style="margin-left: 20px;"><i>Download our free financial planning guide for details.</i></p> <input type="checkbox"/> Identify a postpartum counselor and schedule an intro- consultation <p style="margin-left: 20px;"><i>The adjustment of becoming a new parent is different for everyone, every time. If you have a counselor, it will be easier to get the support you need when the time comes.</i></p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Set a return to work date and notify your manager and HR department. <input type="checkbox"/> Schedule childcare for returning to work <input type="checkbox"/> Nurture your own well-being <p style="margin-left: 20px;"><i>Follow the Take12 Blog and social media channels for continued support.</i></p> <ul style="list-style-type: none"> ○ Create a daily ritual that you can easily achieve <p style="margin-left: 20px;"><i>Taking a shower, a cup of coffee with your partner, or an outside walk with the baby.</i></p> ○ Call on your circle of friends. <p style="margin-left: 20px;"><i>Create a list of tasks to accomplish during their visit – loading the dish washer or watching baby while you take a nap.</i></p> ○ Take time for yourself – mani/pedi, yoga, or dinner with friends <input type="checkbox"/> Notify HR on your needs for a pumping room <p style="margin-left: 20px;"><i>Your company is required to provide a private room for pumping that is not a bathroom stall.</i></p> <input type="checkbox"/> In the week leading up to your return, rehearse morning routine with your baby. <p style="margin-left: 20px;"><i>Practice waking up and getting ready right away, so you do not feel rushed on your first day.</i></p> <input type="checkbox"/> Don't sweat the small stuff <p style="margin-left: 20px;"><i>Dishes, laundry, and cleaning can wait. Focus on being in the moment with your baby. Time goes too fast.</i></p>