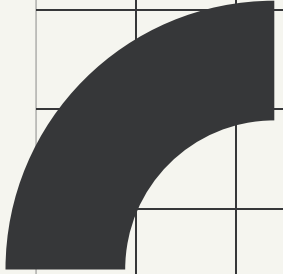


...

Navigating Parental Leave as a Senior Leader





**Why should this
talk matter to
you?**



**Take a stock of
how you are
feeling...**





**... and focus on
your mental
mindset...**



**... and then
make a plan!**



Before The Leave

Before the Leave



New Parent

❖ Delegation Checklist

@abc parental leave document

 [@abc's parental leave document](#)

 [TL;DR:](#)

 [Dates](#)

 [Contact information](#)

 [Points of contact](#)

 [Headcount Planning](#)

 [Responsibilities to handoff](#)

 [Regular meetings](#)

 [Rolodex](#)

 [Stuff ABC touched recently or hopes can be picked up while s/he's out](#)

 [Important documents](#)

 TL;DR:

If your question or request isn't answered below, open an issue in xyz or post in #slack and someone will point you in the right direction. Wondering where an in-flight effort landed? See the ABC Project Board.

@benbalter's parental leave doc

Before the Leave



New Parent

❖ Delegation Checklist

Manager

❖ Delegation Checklist

Peers

❖ Delegation Checklist

@abc parental leave document

[@abc's parental leave document](#)

 [TL;DR:](#)

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 **TL;DR:**

If your question or request isn't answered below, open an issue in xyz or post in #slack and someone will point you in the right direction. Wondering where an in-flight effort landed? See the ABC Project Board.

Before the Leave



New Parent

- ❖ Delegation Checklist
- ❖ **Performance Reviews**

Manager

- ❖ Delegation Checklist

Peers

- ❖ Delegation Checklist

Before the Leave



New Parent

- ❖ Delegation Checklist
- ❖ Performance Reviews
 - Self review
 - **Peer feedback**

Manager

- ❖ Delegation Checklist

Peers

- ❖ Delegation Checklist
- ❖ **Peer Feedback**

Before the Leave



New Parent

- ❖ Delegation Checklist
- ❖ Performance Reviews
 - Self review
 - Peer reviews
 - **Reviews for your directs**

Manager

- ❖ Delegation Checklist

Peers

- ❖ Delegation Checklist
- ❖ Peer Review/Feedback

Before the Leave



New Parent

- ❖ Delegation Checklist
- ❖ Performance Reviews
 - Self review
 - Peer reviews
 - Reviews for your directs
- ❖ **Communicate Contact Preference**

Manager

- ❖ Delegation Checklist

Peers

- ❖ Delegation Checklist
- ❖ Peer Review/Feedback

Before the Leave



New Parent

- ❖ Delegation Checklist
- ❖ Performance Reviews
 - Self review
 - Peer reviews
 - Reviews for your directs
- ❖ Communicate Contact Preference

Manager

- ❖ Delegation Checklist
- ❖ **Start their transition plan a few weeks in advance**

Peers

- ❖ Delegation Checklist
- ❖ Peer Review/Feedback

Before the Leave



New Parent

- ❖ Delegation Checklist
- ❖ Performance Reviews
 - Self review
 - Peer reviews
 - Reviews for your directs
- ❖ Communicate Contact Preference

Manager

- ❖ Delegation Checklist
- ❖ Start their transition plan a few weeks in advance
- ❖ **Plan an e-card or gift to show them you are thinking of them**

Peers

- ❖ Delegation Checklist
- ❖ Peer Review/Feedback
- ❖ **Let them know they will be missed**



During The Leave

During the Leave



New Parent 



During the Leave



New Parent

- ❖ Change Diapers
- ❖ Change more Diapers
- ❖ Figure out breastfeeding
- ❖ Figure out why isn't the baby sleeping
- ❖ Figure out why the baby is sleeping too much
- ❖ Constantly worrying about is the baby gaining weight...

Manager

- ❖ **Keep your 1-1 slot and add anything noteworthy to your 1-1 doc!**



After The Leave

After the Leave



New Parent 

❖ Pace yourself

After the Leave



New Parent

- ❖ Pace yourself
- ❖ **Communicate your plan for the first few weeks back**
- ❖ **Let your calendar reflect your new routine eg: pumping slots**

After the Leave



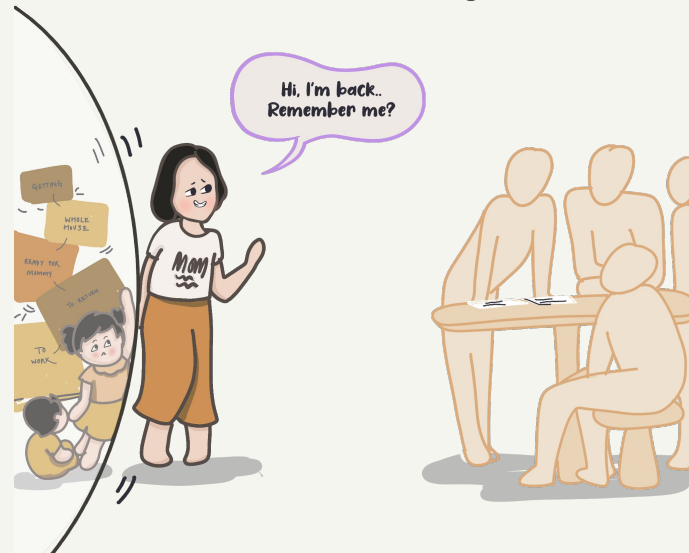
New Parent

- ❖ Pace yourself
- ❖ Communicate your plan for the first few weeks back
- ❖ Let your calendar reflect your new routine eg: pumping slots

Manager

Peers

First day back at work after maternity leave



After the Leave



New Parent

- ❖ Pace yourself
- ❖ Communicate your plan for the first few weeks back
- ❖ Let your calendar reflect your new routine eg: pumping slots

Manager

- ❖ Let them know how excited you are to have them back!
- ❖ **Consider having a re-onboarding buddy**

Peers

- ❖ Let them know how excited you are to have them back!
- ❖ **Offer to set up a 1-1 to catch up with them**

After the Leave



New Parent

- ❖ Pace yourself
- ❖ Communicate your plan for the first few weeks back
- ❖ Let your calendar reflect your new routine eg: pumping slots
- ❖ **Don't be in a rush to claim back your legos. Reassess priorities**

Manager

- ❖ Let them know how excited you are to have them back!
- ❖ Consider having a re-onboarding buddy

Peers

- ❖ Let them know how excited you are to have them back!
- ❖ Offer to set up a 1-1 to catch up with them

Parental Leave Checklist Template

How to Use this checklist:

1. Make a copy of this template by File -> Make a Copy
 2. If you are taking the leave, share with your manager and if you feel comfortable with your peers as well. If you are a manager, share this with your direct and if they feel comfortable encourage them to share with peers as well.
 3. Also feel free to edit this list as needed and add in norms related to your company.
 4. If you have any feedback feel free to leave a comment on my post on Parental Leave on <https://icchasethi.medium.com/> or directly leave it on the document.
-

Before the Leave



Communication

- Set tentative return date and communicate that to your managers and peers
- Inform HR /People Partners or what your company policy requires
- Mark the time off in your calendar and set auto decline new meetings. Folks sometimes tend to miss or not check calendar availability. If you are going on an extended leave consider canceling all your meetings and revisiting your calendar afresh once you are back
- Set your slack message (or change your slack profile to an image saying "On Parental Leave") to your return date and who to contact in your absence (most likely your manager). Also consider picking a general date eg: Aug 2022 rather than a specific date may be helpful for new parents as nailing down an exact return date early can be hard and peers/reports may set up plans around a low confidence return date.
- Set your auto-reply on emails to let them know you are out of office, and who to contact in your absence. Additionally you can also let folks know you are going to declare email bankruptcy, with a helpful way to easily immediately reschedule their email. "Hello, I am out of the office for an extended period of time from late June until mid September. I won't be checking or keeping up with email, so please reach out to \$manager with any urgent needs. If this isn't urgent, and you'd like to ensure I see it, please send it again after I return. (For example, use the scheduled send feature in gmail right now to schedule it for the end of September and then you don't have to try to remember. :)). "

<https://bit.ly/parental-leave-checklist>





Thank you!

We're hiring - GitHub Actions Runtime EM

@lcchaSethi

Credits:

- @themomcomics on Instagram for art
- @benbalter for parental leave plan screenshot on Slide 7



Thank you!

@lcchaSethi



How to Use this Presentation



More info at slidescarnival.com/help-use-presentation-template

Google Slides

- This template is free to use under [Creative Commons Attribution License](https://creativecommons.org/licenses/by/4.0/).
- 01.** Click on the button under the presentation preview that says "Google Slides".
 - 02.** You will get a copy of this document on your Google Drive.
 - 03.** You will be able to edit, add or delete slides.
 - 04.** You have to be signed in to your Google account.

PowerPoint®

- 01.** Click on the button under the presentation preview that says "PowerPoint".
- 02.** You will get a .pptx file that you can edit in PowerPoint.
- 03.** Remember to download and install the fonts used in this presentation (you'll find the links to the font files needed in the Presentation design slide)

Present with ease and wow any audience with Canva.

- 01.** Click on the button under the presentation preview that says "Canva".
- 02.** Customize with text and photos. Add elements from the library or upload from your drive.
- 03.** Apply page animations and transitions to emphasize ideas.
- 04.** Collaborate in real-time with co-presenters to create a powerful presentation.



Write an original statement or inspiring quote

INCLUDE A CREDIT OR CITATION





Write Your Topic or

Elaborate on what you want
Idea

Add an Agenda Page



Write an agenda here.



Write an agenda here.



Write an agenda here.



Add a Section Header

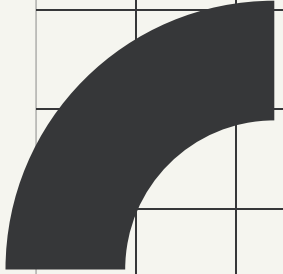
With a subtitle



Write Your Topic or Idea

Elaborate on what you want to discuss.





Write Your Big Topic or Idea

Elaborate on what you want to discuss

Write Your Topic or Idea

1

Add a main point

Elaborate on what you want to discuss.


2

Add a main point

Elaborate on what you want to discuss.

Write Your Topic or Idea


Add a main point

 Elaborate on what you want to discuss.

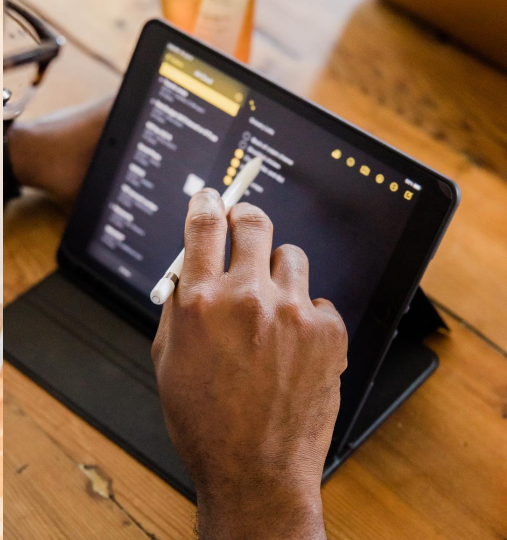
Add a main point

 Elaborate on what you want to discuss.

Add a main point

 Elaborate on what you want to discuss.





Write a caption for the photos.



123,456,789

Elaborate on the featured statistic.





2 out 5

Elaborate on the featured statistic.



95%

Elaborate on the featured statistic.

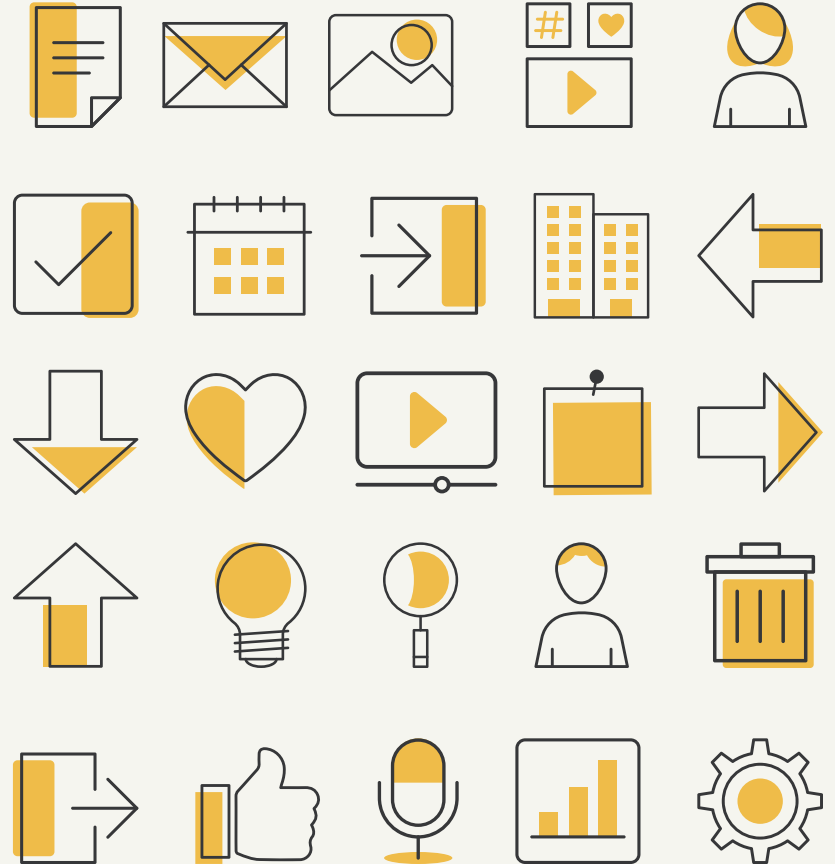


123 million

Elaborate on the featured statistic.

Resource page

Use these icons and illustrations in your Canva Presentation. Happy designing! Don't forget to delete this page before presenting.



Write Your Topic or Idea



Add a main point

Elaborate on what you want to discuss.



Add a main point

Elaborate on what you want to discuss.



Add a main point

Elaborate on what you want to discuss.



Add a main point

Elaborate on what you want to discuss.



Add a main point

Elaborate on what you want to discuss.



Add a main point

Elaborate on what you want to discuss.

Write your topic or idea



Add a main point

Elaborate on what you want to discuss.

Add a main point

Elaborate on what you want to discuss.

Add a main point

Elaborate on what you want to discuss.

Add a main point

Elaborate on what you want to discuss.



Thank you!

Write a closing statement or call-to-action here.



Add a Team Members Page

Elaborate on what you want to discuss.



NAME

Title or Position



NAME

Title or Position



NAME

Title or Position



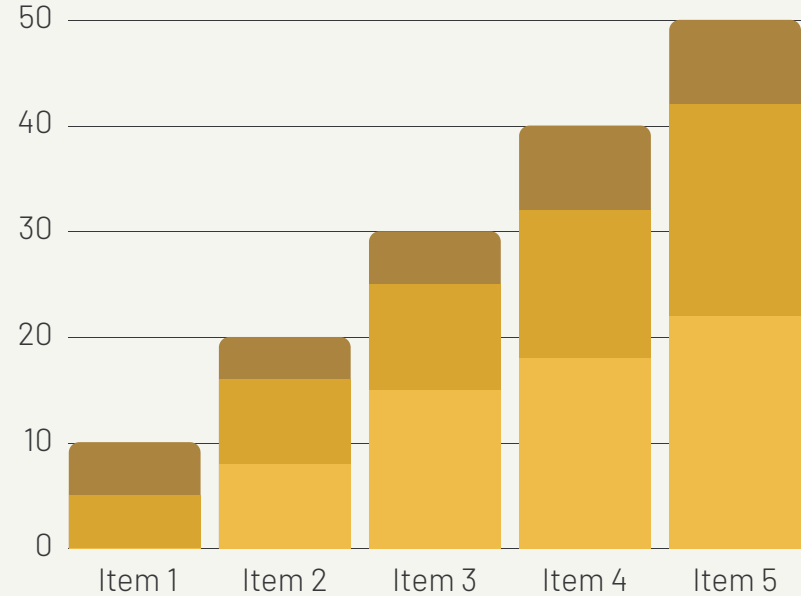
NAME

Title or Position



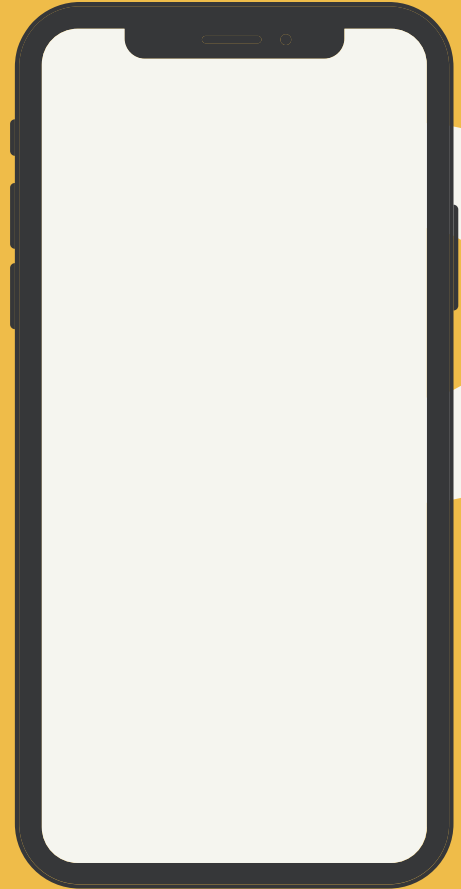
Write Your Topic or Idea

Elaborate on what you want to discuss.



Write Your Topic or Idea

Elaborate on what you want to discuss.





S

STRENGTHS

What are you doing well? What sets you apart? What are your good qualities?

W

WEAKNESSES

Where do you need to improve? Are resources adequate? What do others do better than you?

O

OPPORTUNITIES

What are your goals? Are demands shifting? How can it be improved?

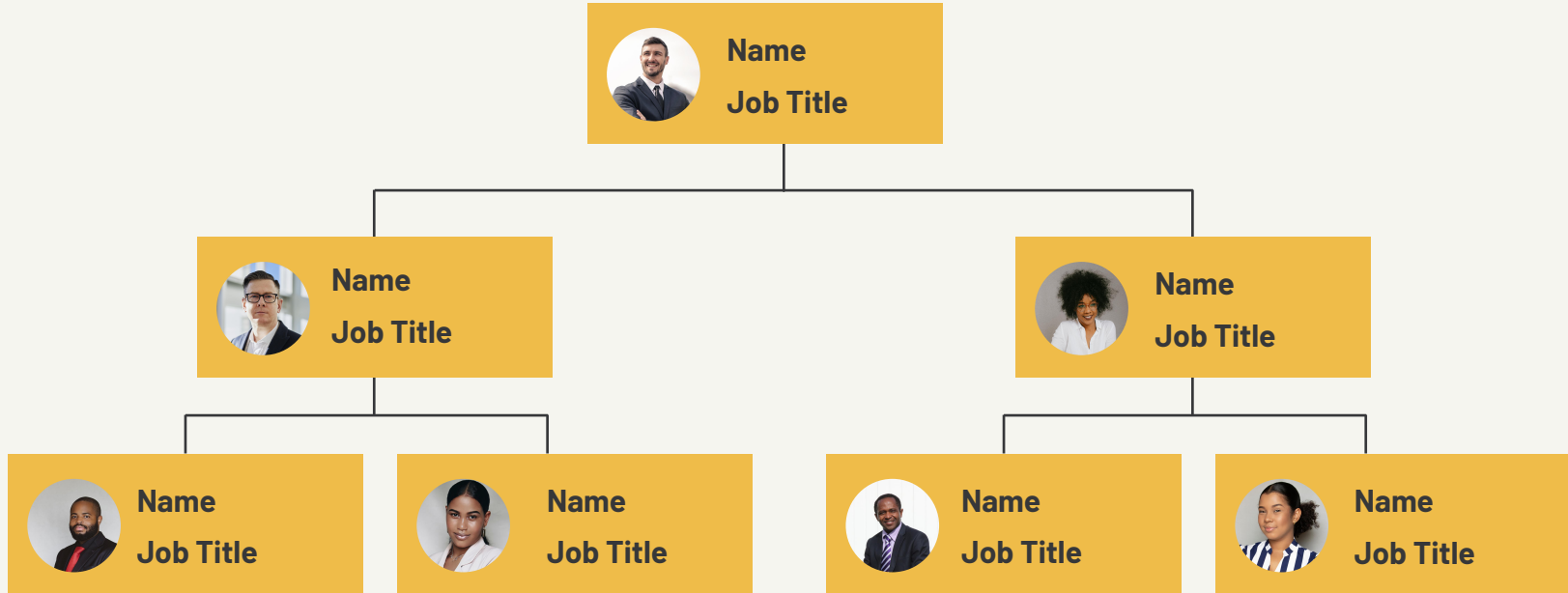
T

THREATS

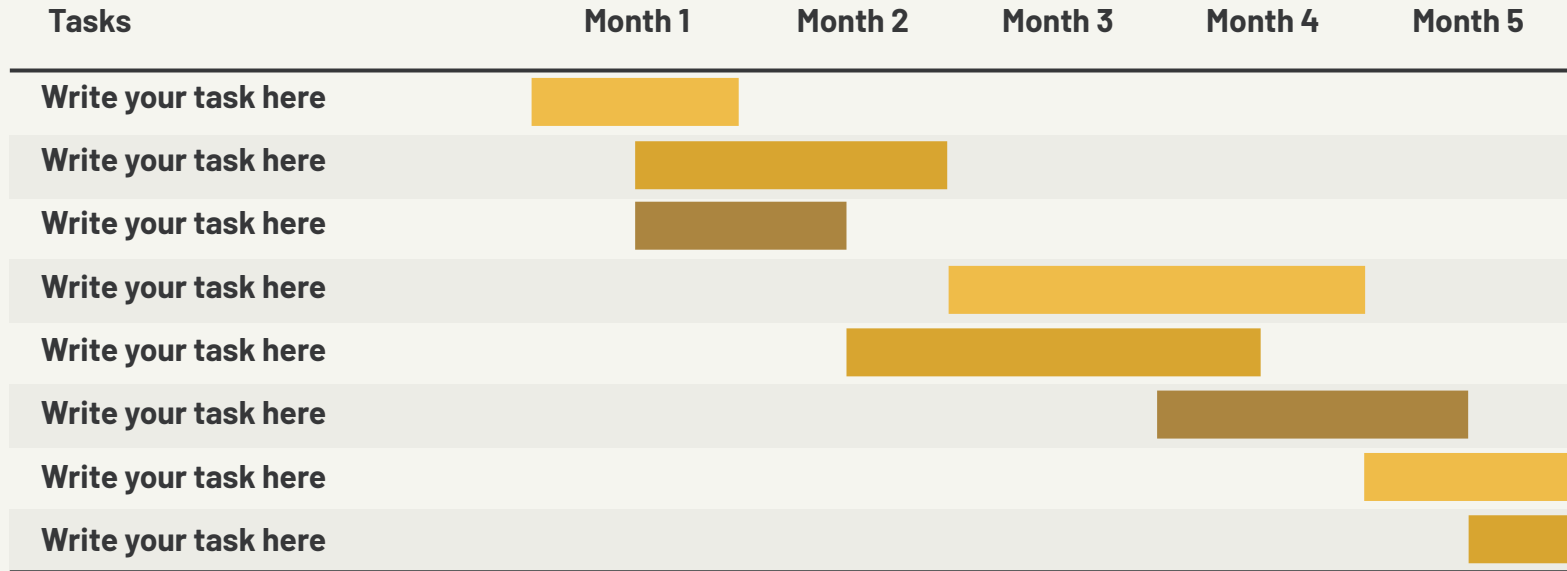
What are the blockers you're facing? What are factors outside of your control?



Add a Chart Page



Add a Gantt Chart Page



Credits



Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Pexels](#)

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This presentation uses the following typographies:

- Titles: Barlow Bold
- Body copy: Barlow Normal

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