

# Maternity Leave Checklist

## KNOW YOUR RIGHTS

- Find out your company's benefits
- Look into federal and state laws and benefits

## LET PEOPLE KNOW YOU'RE EXPECTING

- Usually, you'll tell your boss first
- Present the news as exciting and joyful (it is!)

## LEARN FROM YOUR COWORKERS' EXPERIENCES

- Talk with trusted colleagues
- Reach out to folks you know that were on leave recently
- Ask for advice on their plans and anything they'd change

## CREATE YOUR MATERNITY LEAVE PLAN

- Include at a minimum:
  - Your start and end dates
  - How much time you plan to take off
  - Your responsibilities and who is covering them
  - How accessible you'll be while out (and the best way to reach you)
  - How you expect to transition back to work



## SHARE YOUR MATERNITY LEAVE PLAN

- Create a physical or shared document others can access easily
- Set up official meetings with anyone impacted by your maternity leave
- Share your maternity leave plans with any outside contacts or clients that need to know

## BE PREPARED FOR ANY SURPRISES

- Create an if-I-go-into-labor-at-work document
- Share it with a few trusted colleagues just to be safe
- Include:
  - Where you plan to deliver
  - The phone number of your OB-GYN, doula, midwife, etc.
  - Any emergency contact numbers



## SET YOURSELF UP FOR A SUCCESSFUL RETURN

- Set up a clear out of office message
- Unsubscribe from any regular newsletters or email lists that you're on
- Explore childcare options ahead of time
- Don't make to-do lists for during your maternity leave
- Document everything