

* Plan on a Page example

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**To support employees and managers to have regular, honest and open dialogue about transitions and aspirations pre and post parental leave, consider developing a Parental Leave Plan on a Page. The template helps managers to see employees through a different lens and could be used as a dynamic document, updated before, during and following return.**

| **Employee: Claire Marshall** |
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| **CONTACT DETAILS** PHONE: 0314 356 879 EMAIL: Claire.Marshall@Hotmail.com**GETTING READY****CONVERSATION FREQUENCY:** Monthly discussion with manager **KEY DATES** HANDOVER PERIOD: May – June 2020LEAVE PERIOD: 1 June 2020 – March 2021 DUE DATE: 15 June 2020 **ON MY MIND** MEDICAL: Wondering about taking time for antenatal care, and whether I need to take leave or manage within my given hours. PROFESSIONAL: Ensuring I am considered during performance evaluation and appraisal. OTHER: Seeking confirmation of contractual maternity pay.**IMMEDIATE:** Promotion to Senior Designer **LONG TERM:** Team leader**WHILE I’M AWAY****STAYING IN TOUCH:** PREFERRED CHANNELS: SMS or email FREQUENCY: Fortnightly TOPICS: Organisation restructures, promotion opportunities and team social events.**RE-INTEGRATION****TRAINING AND DEVELOPMENT** * Mandatory risk training on return
* Human centred design

**CHANGES TO WORK PATTERNS AND SCHEDULES** KEEPING IN TOUCH DAYS: To be utilised for training and planning days. FLEXIBLE WORK REQUEST: Request to work part time (Monday – Wednesday) **SUPPORT NETWORKS**Member of the parents at work network Regular catch ups with manager (fortnightly) |