

Parental Leave Checklist for Employees



UNSW Student Life

Before you Start Leave	Y/N
Notify your Manager/HR at least 10 weeks prior to the date you intend to start leave. Submit a letter with relevant paperwork e.g. medical certificate.	
Give your Manager/HR advanced notice of any appointments relating to Parental Leave which you will need to attend during work hours.	
Discuss with your Manager how your role will be managed while you are on leave.	
Talk with your Manager about staying in touch while on leave. Determine if you want: <ul style="list-style-type: none"> • Keeping in Touch Days • A monthly phone call • Quarterly work updates • Invitations to social events • Invitations to team meetings • Notifications about development / employment opportunities 	
Familiarise yourself with this Parental Leave Guide as well as Arc's Parental Leave AND Related Entitlements Policy	

While on Leave	Y/N
Keep in touch with your Manager and Arc as agreed. Utilise Keeping in Touch Days if planned.	
Notify your supervisor of any changes to your parental leave if they arise.	
Confirm your return to work date with your supervisor at least four weeks prior to the end of your period of Parental Leave. If you are seeking a flexible work arrangement, you will need to discuss this with your Manager and get their approval.	

Returning to Work	Y/N
Talk to your Manager about any changes that might have occurred in your team/unit while you were away.	
You may wish to ask your Manager if there are any staff members who have taken parental leave who you could talk to. Talking to a colleague who has gone through the process and returned from parental leave may help you settle back more quickly.	