

MATERNITY LEAVE Prep Checklist

*Your step-by-step guide to feel clear, supported, and confident
before your baby arrives and when you're ready to return.*

1. ASK YOUR HR DEPARTMENT

- ☐ For the Company's maternity leave policy (in writing).
- ☐ How long your maternity leave can be — legally and within your company policy.
- ☐ Whether your maternity leave is paid, partially paid, or unpaid and who pays for it (employer, insurer, government).
- ☐ If sick leave, vacation, or unpaid time can be added.
- ☐ If your job is protected during your leave.
- ☐ For a list of required documents (e.g., doctor's note, due date).
- ☐ Save all communication with HR or your manager.

2. UNDERSTAND YOUR BENEFITS

- ☐ Does short-term disability insurance apply to maternity leave?
- ☐ Is there paid family leave or government support in your country?
- ☐ Will your health insurance continue during your time away?
- ☐ Ask if childcare support, stipends, or vouchers are available.
- ☐ Look into return-to-work programs or phased reintegration options.

3. PLAN YOUR WORK TRANSITION

- ☐ Make a list of your key tasks and active projects.
- ☐ Create a simple handover document for your team.
- ☐ Meet with your manager to align on timelines and backup plans.
- ☐ Discuss how (or if) you'll be available during leave — and set boundaries early.
- ☐ Set a tentative return-to-work date (you can always adjust).
- ☐ Explore options for flexible hours or a phased return.
- ☐ Write down any agreements you make.

MOM AND THE LAW

MOTHERHOOD, WORK, RELATIONSHIPS & NEW ADULT FICTION

4. PREP YOUR PERSONAL LOGISTICS

- ☐ Schedule upcoming doctor or midwife visits with work in mind.
- ☐ Arrange early childcare, if needed.
- ☐ Talk with your partner/support system about parental leave sharing.
- ☐ Budget for any unpaid time you may take.
- ☐ Take time to prepare emotionally — you're stepping into something big (and beautiful).

5. JUST BEFORE LEAVE

- ☐ Submit all required documents to HR.
- ☐ Confirm your last working day with your team.
- ☐ Set your email out-of-office and calendar updates.
- ☐ Say goodbye (for now!) and celebrate the season ahead — you've earned it.

PRO TIP:

Print this checklist or save it to your phone. Check off one thing each week. The goal? Peace of mind — not perfection.