

FAMILY FORWARD MOVEMENT

30/60/90-Day Parental Leave Reentry Plan

A shared planning document for employees and managers. Complete this together before leave begins.

This template is designed to be completed collaboratively by the returning employee and their manager, ideally 4–6 weeks before leave begins. It should be revisited on the employee's first day back, and again at the 30- and 60-day marks. Both parties keep a copy. HR should be cc'd.

EMPLOYEE & LEAVE INFORMATION

Employee Name:		Manager Name:	
Role / Department:		HR Contact:	
Expected Leave Start:		Expected Return Date:	
Leave Type:		Leave Duration:	

BEFORE LEAVE BEGINS

Workload Handoff

Who will cover key responsibilities during leave? List projects, accounts, or duties and the person responsible for each.

Notes / Actions: _____

Communication Preferences During Leave

Does the employee want any contact during leave? (Default: none.) If yes, preferred method and maximum frequency:

Notes / Actions: _____

Benefits & Payroll

Confirm: health insurance continuation, payroll schedule, any benefit changes. HR to confirm in writing.

Notes / Actions: _____

Return Date Confirmation

Preferred return date confirmed with HR in writing: _____

Notes / Actions: _____

Pre-Return Check-In

Optional: employee and manager may schedule one brief call 1–2 weeks before return to ease the transition. Employee choice only.

Notes / Actions: _____

DAYS 1–30: REORIENTATION

Focus Area	What This Looks Like	Status
Meeting Load	Reduced. Employee attends team meetings only — no 1:1s with cross-functional partners until week 3. Manager agenda.	Agreed
Project Ownership	No new major project ownership in first 30 days. Existing projects handed back gradually.	Agreed
Manager Check-Ins	Weekly 1:1 with manager. Agenda set by employee. Focus: what's working, what needs adjustment.	Scheduled
Schedule Flexibility	Start/end times adjusted by up to [] hours to accommodate childcare commitments. Flexible days: [] per week.	Confirmed
Lactation Accommodation	Pumping schedule confirmed. Room reserved. Breaks protected.	N/A Confirmed
30-Day Check-In	Manager and employee review this plan at day 30. Adjustments made as needed.	Scheduled

DAYS 31–60: REINTEGRATION

Focus Area	What This Looks Like	Status
Project Load	Gradual return to full project ownership. New work introduced one item at a time.	Agreed
Cross-Functional Meetings	Resume cross-functional participation as capacity allows.	Agreed
Flexibility Review	Are current schedule accommodations still needed? Employee and manager confirm or adjust.	Reviewed
Wellbeing Check	Manager asks: How are you doing? What do you need? Not a performance conversation.	Scheduled
60-Day Check-In	Review progress against this plan. Document any changes.	Scheduled

DAYS 61–90: FULL RETURN

Focus Area	What This Looks Like	Status
Full Responsibilities	Employee resumes full role responsibilities. Any ongoing flexibility confirmed in writing.	Complete
Ongoing Accommodations	Any schedule flexibility, remote arrangements, or lactation accommodations documented formally in HR system.	Complete
Performance Review Alignment	Commitment: leave period will not negatively affect performance review, bonus eligibility, or promotion trajectory.	Complete
90-Day Completion	Both parties sign off on successful reentry. Plan archived by HR.	Complete

SIGNATURES

By signing below, both parties confirm they have reviewed this plan together and commit to honoring its terms.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____

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