

# Employee Checklist Before/After Leave

## Preparing to Take Leave

- Speak to your manager/HR
- Understand your leave/benefits (contract/EBA/union reps)
- Speak to others re: their experience
- Apply for leave
- Transition plan with manager/team
- Hand over work/responsibilities
- Discuss & agree on communications plan
- Think about super contributions
- Ask for confirmation in writing
- Check for support programs
- Reach out to centrelink etc
- Apply for reduced PIA m/ship (career break)

## While on Leave

- Stick to your communication plan
- Check in with HR as agreed
- Embrace time away from work

## Returning from Leave

- Confirm return date
- Consider & confirm flexible work options
- Do a dry-run of your “new routine”
- Contact team members/clients
- Familiarise yourself with new systems
- Refresh professional development goals (eg. PIA on demand events)



## Back at Work

- Establish & commit to boundaries
- Ask for help/seek support
- Reminder: your priorities may change
- Reconnect with colleagues/clients
- Communicate your schedule
- Join networks/support community
- Speak to others re: their experience
- Consider your strengths
- Seek help if struggling (EAP/lifeline/GP/union)

## Wellbeing Tips

Be kind to yourself  
Ask for/accept help  
Learn to say no  
Protect your “me time”  
Create routine that works for everyone  
Learn the 3d's (delegate, delete, do)  
Find a mentor (PIA program)  
Share the load with loved ones

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Changing to flexible work arrangements does not make you less valuable

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Be bold - find a new job if you don't feel supported

# Employer Checklist Before/After Leave

## Receiving Request for Leave

- Be supportive & sincere
- Discuss communications plan
- Understand dates of upcoming leave
- Communicate with HR department
- Understand paperwork required
- Understand internal policy
- Discuss & offer flexible work (eg. for medical appointments)

## Prepare for the Leave

- Prepare leave transition plan
- Agree to communication plan (frequency/topics/hr/workplace change)
- Meet regularly with staff member
- Make expectations clear re: handover
- Discuss & offer flexible work (technology/expectations/preferences)
- Organise send-off or email
- Offer support to reduce workload

## During Leave Period

- Stick to communication plan
- Keep staff in mind for social/training days
- Reconfirm return date & work arrangements
- Check in with HR as needed
- Offer catch ups in weeks leading into return
- Confirm business is equipt for return (desk etc)



## Returning from Leave

- Discuss any changes in the business
- Listen to employee concerns/feedback
- Discuss workplace needs openly (breastfeeding/expressing requirements)
- Offer support programs
- Offer mentor during return period
- Check in regularly with employee
- Discuss what is/isn't working
- Confirm with HR any changes to pay/contract
- Ensure promotion/progression/goals are discussed

## Other Tips

Leave may be extended or shortened  
Catch ups in person are invaluable  
Keep communication channels open

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Offer training to returning staff members to get them up to speed (eg. PIA PD series)

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Your staff should feel confident in returning to work - they will look to you for guidance/clarity

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Your "on leave" staff should be kept in mind - communicate opportunities with them!

# Benefits and Challenges of Working Flexibly

Flexible work arrangements can include changes to the location, pattern or hours of work and are designed to allow a greater balance of work and life commitments, whilst maintaining productivity. Some common types of flexible working arrangements include:

Type	Description
<b>Flexible working hours</b>	Varied start and finish times.
<b>Compressed hours</b>	The same number of weekly/ fortnightly/ monthly working hours, compressed into a shorter period.
<b>Job sharing</b>	Full-time job role is divided into multiple job roles to be undertaken by two or more employees who are paid on a pro-rata basis for the part of the job each completes.
<b>Remote work</b>	Working at a location other than the official place of work. Also known as working from home, mobile working, telework.
<b>Part-time work</b>	Regular, but less than full-time work pattern. Paid on a pro-rata basis.

With every benefit there often comes a challenge, and additional effort may be required for arrangements to be effective for all. Below are some of the most common benefits and challenges of flexible work arrangements:

Benefits	Challenges
Additional time for life admin/wellbeing	Requires active communication (internal/external)
Undertake additional training/study	Boundaries around availability
Undertake role as a carer for family	Difficulty in “switching off” when at home
Increased autonomy over workload	Requires new approach to team check-ins
Increased employee retention/motivation	Social isolation/damage to team culture
Reduced commute time/costs	Barriers to networking opportunities