



# Manager's Guide for Team Member Leaves

Presenter's Name  
Month 00, 0000



# Preparing for a Team Member to go on Leave

# Preparing for the leave

- Assess the team members daily tasks and special projects
- Determine if the team is able to divide up the work while the team member is on leave.
- If the workload is able to be handled by the rest of the team prepare them for the extra tasks.
- If the workload is not able to be taken on by the team inform your manager and/or Human Resources.



# The Don'ts Surrounding Team Member Leaves

- Do not ask or discuss the reason for the leave with anyone other than your HR representative.
- Do not contact the team member while they are out on leave



# Team Member Returning from Leave



# Preparing for your team members return to work

- Discuss with your HR representative any return to work accommodations such as:
  - Any restrictions in regards to the job duties
  - Allowing time for new mothers to pump
  - Providing a space for new mothers to pump
- Make the team member feel welcome upon return
  - Be understanding of any extra needs
  - Offer extra help during the transition back from leave if necessary

