

Parental Leave Preparedness

	Before Leave	During Leave	Returning to Work
Employee	<ul style="list-style-type: none"> • Leave entitlements • Qualification requirements • Notification obligations • Evidence requirements • Return to work plans 	<ul style="list-style-type: none"> • Change of plans / requests • Notification obligations • Other leave types • Return to work plans 	<ul style="list-style-type: none"> • Role clarity and hours • Change in work location and arrangements (hybrid) • Access and suitability for flexible work arrangement
Employer	<ul style="list-style-type: none"> • Legal obligations • Policies and provisions • Qualifying requirements • Role coverage plans • Transfer to safe job 	<ul style="list-style-type: none"> • Coverage / Recruitment • Keeping in Touch Days • Consultation requirements about workplace/job changes 	<ul style="list-style-type: none"> • Job guarantee • Flexible work obligations • People resourcing • Workplace communications • Re-induction to work

