

Adding to the family - Checklist

Before arrival

- Contact your [HR Professional](#) or a member of their staff to discuss your plan and [leave options](#). They will initiate the necessary forms for your leave of absence via DocuSign. FMLA, Short-term disability, and parental leave forms (if applicable) should be processed within 30 days of the expected arrival of your child.
- When you are ready, share your leave plan with your manager and department. Schedule a meeting with your manager and back-up support staff to discuss your leave schedule, review workload, and possible return to work schedule. Make sure to submit leave requests in RealTime for your expected absences.
- Discuss the use of flexible work options with your manager to ease the transition prior to leaving and returning back to work to best meet your work and potential health needs. Consider initiating a request for a [Flexible Work Arrangement \(“FWA”\)](#) as needed based on discussions with your manager.
- Create a running document of pending items at least 30 days prior to your anticipated leave start date and share with your manager and identified back-up while you are away.
- Make sure to set your out of office message and back up while you are away.
- Utilize any [prenatal care programs](#) offered by your [health plan](#).
- If you plan to breastfeed, consider your [lactation](#) options. Remember that your breast pump and supplies may be covered by your health plan.
- Interview pediatricians.
- Look at [child care options](#). It may be wise to enroll and/or get on a waitlist to ensure you have the support you need when your leave has ended.

After arrival

Within 60 days following birth/adoption:

- [Add your child](#) to your health coverage plan.
- Consider enrolling in or increasing your [Flexible Spending Account \(FSA\)](#) election amounts (dependent care and health).

As soon as possible:

- Monitor your [leave in RealTime](#) and submit the appropriate leave based on your plan.
- Update your [optional life insurance](#) as desired.
- Update your [beneficiary information](#) on insurance policies, retirement plans, etc.
- Update your will and trust documents in consultation with appropriate counsel.
- If you plan to breastfeed or chestfeed, make note of the lactation policy as well as the [lactation spaces](#) available.

Preparing to return to work

- Submit your release to return to work to your HR Professional or a member of their staff on or before your first day back to work. This document will be sent to VCU Leave Administration for record keeping.
- Ensure you have communicated with your supervisor of your planned return to work date.
- Review your existing [flexible work arrangements \(FWA\)](#) and schedule a meeting with your manager to discuss if adjustments are needed. The university recognizes that [flexible work arrangements \(FWA\)](#) are an important part of being a Great Place to work.
- Schedule meetings with your manager(s) and appropriate team members to get caught up on what you missed while you were on leave within your first week of your return, if possible.
- Cancel your out-of-office notification. Review your email greeting to see if any changes are required.
- Set realistic goals and expectations of yourself. Use the support of other working parents to help you through the transition.
- Use [resources](#) available to you to balance your work life and home life.