



Tool 5

Checklist for Contents of HR Briefing Packet for Employees going on Maternity/Paternity Leave

Purpose

The purpose of this tool is to help Human Resources (HR) put together a Briefing Packet for employees who have announced their pregnancy or applied for Maternity/Paternity Leave. The briefing packet should be provided and reviewed in person by a qualified HR representative who is both able and authorized to answer any questions the employee may have.

Implementation

The HR Department will be responsible for the implementation of this tool and the preparation of the HR Briefing Packet it describes. Although the tool has been designed to be used 'as is', it should, ideally, be customized by the HR Department in accordance with available resources, existing organizational practices and cultural norms. All information handed out as part of the packet must be periodically vetted and updated.

SN	Items	Check when added to briefing packet	Check when Not Applicable
1	Copies / Summaries of the following policies:		
1.1	Maternity/Paternity Leave Policy		
1.2	Sick Leave Policy		
1.3	Medical / Family Leave Policy		
1.4	Non-discrimination Policy		
1.5	Grievance Policy and Procedures		
2	Summaries of the following benefits/programs:		
2.1	Health and Wellness Benefits for pregnant employees		
2.2	Pre-pregnancy Medical Benefits		
2.3	Post-pregnancy Medical Benefits		
2.4	Mental Health Benefits		
2.5	Pre-pregnancy Workplace Accommodations		
2.6	Consultations with inhouse nurse / counselors		
2.7	Additional Special Benefits		
2.8	Flexible Work for pregnant employees / parents with infants		
2.9	Remote Work for pregnant employees / parents with infants		
3	Information about the following Facilities:		
3.1	Daycare Center (Other Childcare Support)		
3.2	Lactation Room		
4	Information about the following Support Programs:		
4.1	Mentoring / Buddy Program		
4.2	Employee Resource Group		
5	Resources:		
5.1	Parental Leave Application		
5.2	Flexible Work Application (Tool 3)		
5.3	Remote Work Application (Tool 2)		

6	Contact Information:		
6.1	Relevant HR Representative		
6.2	Health/Wellness Representative		
6.3	Inhouse nurse / Counselors		
6.4	Others		