

Guidelines for discussions between employees and supervisors prior to family-related absence

Organizational meetings and consultations between employees and supervisors are intended to set the course for a successful return to work. Please take time for these conversations and put your agreements down in writing. This guideline is not meant to be part of your personnel file but remains in the hands of the employee. The supervisor also receives a copy.

Name of employee: _____

Department / clinical area: _____

Content of discussion

Self-evident, yet not always done ...

- Congratulations on pregnancy
- Offering and discussing forms of support

The details – charting a successful path for both sides ...

- What changes in the work situation are necessary (e.g. no patient contact)?
- Is any information on maternity or parental leave needed?
- How can a successful handover before the absence take place?
- Are there any initial ideas about how to organize the parental leave?
- What are the preferred methods for staying in contact (e.g. receiving e-mails)?

Personal assessment

Employee:

- Can the assigned activities be carried out without concern? Yes | No
- Is there any personal or professional stress that could affect the pregnancy? Yes | No
- Do I always have the possibility to adapt my work to my current needs and requirements? Yes | No

Supervisor:

- Can the workflow be designed so that it does not violate any statutory maternity leave requirements (e.g. workplace design, time off for doctor's appointments)? Yes | No
- Has the team been informed and are they taking the pregnancy-related needs of their colleague into account? Yes | No

Agreements / Wishes / Notes

Date | Signature of all participants: _____