

## Checklists:

### Preparing to take Parental Leave

- Have I provided my manager with a medical certificate at least 10 weeks prior to the expected date of birth?
- Have I provided my manager with a completed [HRIS008](#) form at least four weeks prior to the expected date of birth?
- Have I completed a performance review within the three months prior to taking leave?
- Have I made contact with the [Superannuation Officer](#) to discuss my superannuation changes?
- If necessary, have I contacted my health plan provider to discuss my options?
- Have I removed auto payroll deductions?
- If I act in a support role, have I notified the appropriate person of my leave and expected date of return?
- Have I activated an out of office voice mail or email?
- If necessary, have I given appropriate staff members authorisation to access my staff email?
- Have I cleaned up my desk space?
- Have I handed in my keys, mobile phone and credit card?
- Have I left contact details with my manager?
- If I am a member of a union, have I notified them of my leave and expected return date?
- If I have a University car parking space, have I notified [Tenix Solutions](#) of my leave?
- If I change my address whilst on leave, have I notified [Payroll](#) of my change of details?

### Returning from Parental Leave

- Have I notified my manager of my expected date of return at least four weeks prior to expected return?
- If I wish to return to work under changed conditions, have I discussed my flexible work options with my manager?
- Have I read the websites associated with [breastfeeding](#) and breast milk storage at the University?