

The Expecting Entrepreneur

Parental Leave Plan Template

Now that you've gone through the book, considered the multiple facets of what goes into parental leave, and completed the various exercises, it's time to put it all together in one place. I've provided a basic leave template for you to fill in, as well as three examples filled in with the details of how other entrepreneurs approached their own leave (these are composite examples from my clients over the years!)

The template includes a summary statement, as well as 10 sections that can be filled in, based on the work you did as you went through each chapter. While the summary statement is something everyone can do, the 10 other sections are for you to pick and choose from. Not all of them will be relevant for your business, so select and fill in the ones that make most sense for you.

TEMPLATE

Parental Leave Summary

This section summarizes your parental leave plan and outlines at a high level the core business and personal activities that need to happen for you to prepare for your leave, navigate the postpartum period, and plan for a smooth transition back to work. Use the exercises throughout the book to help you articulate the details. In the summary include: how many weeks you will be off, how your transition back to work will play out, and who is part of your key support system (business and personal).

Standard Operating Procedures

Fill this section in with any systems or processes that need to be drafted, reviewed or updated prior to your leave. Chapter 4 will help!

Hiring, Onboarding, and Delegating

Fill this section in with details related to bringing on new hires or delegating new tasks to current people while you are on leave. Chapters 4 and 9 will help!

Client Work and Communication

Fill this section in with how current clients will be taken care of while you are on leave as well as the strategy for communicating your leave to them. Include how you will wind down client work prior to leave and transition back into client work after leave. Chapters 3, 7 and 9 will help!

Content, Marketing & Sales

Fill this section in with details of how content creation, marketing, sales, and client funnels and onboarding will work while you are on leave. Chapter 4 will help!

Finances

Fill this section in with your financial plans for your leave, including business and personal. Chapter 5 will help!

Postpartum Support

Fill this section in with the information you worked through in your eco-map. Chapters 7 and 8 will help!

Health/Personal Care

Fill this section in with details about your specific care needs during pregnancy, postpartum, and the transition back to work. Chapters 7, 8, and 9 will help!

Childcare

Fill this section in with your ideal child care plan and what steps are needed to implement it. Chapters 3 and 9 can help!

Return to Work Schedule

Fill this section in with the details of your schedule as you transition back to work and what steps are needed to implement that schedule. Chapters 3 and 9 can help!