

QUESTIONS TO ASK HR ABOUT LEAVE

How You Get Paid

NOTES:

What is the maximum amount of time away including extended unpaid time, that the company allows?

Do I have flexibility in how I use that time? Can I apply some of that time working part-time once I return or reserve some of my leave for later?

How much of my salary will I receive while on leave?

Does my equity continue to vest while I'm on parental leave?

[If you are in a state that affords parental leave] Does my state-sponsored leave occur concurrently with my employer-sponsored leave, or is it sequential?

If you offer incentive-based compensation, how does that work?

Am I still eligible for my full bonus, or is it a pro-rata share?

How will commissions be paid out while I am on leave?

How Benefits Are Handled

NOTES:

How is my health insurance paid for while I'm on leave?
What about contributions to flexible spending accounts?

[If you have life insurance or disability insurance through your company] How is my life insurance paid?

Do I accrue benefits while out on leave? [Ask about retirement fund contributions, vacation days or sick days, time toward a sabbatical, and any other benefits your employer may offer.]

What are the terms of my short-term disability coverage?
What happens if I have medical complications and need to leave early?

If I did have to leave early, would that count as part of my maternity leave?

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The Nitty-Gritty Logistics

NOTES:

What forms do I need to complete, and when?

When is the FMLA form due?

Is there a form for short-term disability?

When do I need to finalize my departure and return dates?

How do I make changes to my health insurance, like adding my child adjusting my Flexible Spending Account (FSA) elections? What is the deadline for doing this?

Do you offer a Dependent Care Flexible Spending Account? How does that work?

How do I add my child as a beneficiary on my retirement account and employer-provided life insurance?

Your Return to Work

NOTES:

Does the company allow teleworking or flex-time?

Are there mother's rooms or other facilities for pumping moms? [Ask to see it. You can find a checklist of things to look for in the appendix.]

Are there any other benefits for new parents that I should be aware of?

REMEMBER

After your meeting with HR, send an email confirmation of everything you discussed! Put all of the specifics in writing; if your employee handbook is vague on parental leave, this email may be your only written record of the details of your company's leave policy.