



# Maternity Workplace Plan

For use by the pregnant person and supporting partner

This worksheet is intended to guide you in your planning. Your employer may provide opportunities and guidance during your pregnancy and immediately postpartum. Under Texas and federal laws, you may be guaranteed certain rights. Certain parts can be used for those who experience surrogacy, adoption, miscarriage, and/or infant loss. While this mainly applies to those who have full-time jobs, certain parts may apply to people with part-time or seasonal jobs.

My estimated due date is \_\_\_\_/\_\_\_\_/\_\_\_\_ My last day for work is planned for \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Date Year Month Date Year



Did you know? You may have certain protections while pregnant and post-pregnancy. Your employer must provide reasonable changes for you. These could include:

- Time spent on your feet and providing items such as a stool to sit on
- Light duty with lifting, pushing, pulling, including an upper weight limit
- Temporary transfer to a less physically demanding or safer position
- Additional flexible breaks to drink water, eat, rest, use the bathroom, or lactation
- Flexible schedule for prenatal or postnatal visits

If changes are needed during pregnancy as discussed with your healthcare team, you'll want to speak with your employer. More information can be found at A Better Balance at [www.abetterbalance.org/pregnant](http://www.abetterbalance.org/pregnant).

## Work time off

During my leave, my responsibilities will be covered by: \_\_\_\_\_



### I will use the following benefits during my leave

If you're unsure, speak with Human Resources about opportunities available to you

Benefit	Number of days	Benefit	Number of days
Paid parental leave:		Vacation:	
Sick time:		Gifted sick time:	
Short term disability:		Other:	
Unpaid time:			

Other items to talk with your employer about:

- If your employer has 50 or more employees, you may be entitled to unpaid leave under the federal Family and Medical Leave Act (FMLA).
- Parking

I need to talk with my manager and/or Human Resources about leave by this date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Date Year

## If I go into labor at work

	Name	Phone number
My emergency contact's name and phone number:		
My prenatal care provider's (a physician or nurse midwife) name and phone number:		
Location name and address (hospital, birth center, or home) where I plan to deliver:		
For my partner to know: If I experience complications during my pregnancy while I'm still scheduled to work and not on leave, contact the following person about my absence:		

## My transition back to work

During my leave, the best way to reach me if needed is by: \_\_\_\_\_

*You should make your availability to your manager based on your work environment. It'll look different to everyone and may range from no availability to emergency availability to remote work.*

	Month	Date	Year
Upon returning to work, I need to confirm my return date with my manager by:			
Before returning to work, I will need a signed medical note or other paperwork to be submitted to Human Resources by:			


*Confirm with Human Resources what paperwork is needed. If modifications to the work environment are needed post-pregnancy, ensure your provider-supplied paperwork indicates that.*

## Additional considerations for going back to work after pregnancy


- On-ramp with reduced hours back to work for the first \_\_\_\_ (#) of weeks
- Flexible schedule, which may include early arrival or late arrival
- Lactation (pumping in privacy and milk storage)
  - Under Texas law, a mom is entitled to breastfeed her baby in any location in which the mom is authorized to be. Visit [www.breastmilkcounts.com/back-to-work/](http://www.breastmilkcounts.com/back-to-work/)
- Protections for postpartum care, such as access to a water bottle, food, or remote work
- Medical appointments
  - Well-child visits for your baby to see the pediatrician
  - NICU visits and visits to neonatologist and other specialists, if applicable
  - My personal appointments to my own medical team
    - OB-GYN, family medicine, or nurse midwife postpartum follow-up visit
    - Primary care provider visit
    - Behavioral health or mental health provider visit
- Other \_\_\_\_\_

*You may have additional leave available to you or your partner after you return to work. This extra support could look like paid caregiver leave or infant sick leave. Other considerations should be taken with regards to childcare.*

## Know your rights

 Knowledge is power! A Better Balance provides additional information specific for:

- pregnant and postpartum people: [www.abetterbalance.org/pregnant](http://www.abetterbalance.org/pregnant)
- Texans: [www.abetterbalance.org/states/texas/](http://www.abetterbalance.org/states/texas/)

 If you have a question about whether you're covered under any of the laws mentioned, contact A Better Balance's free, confidential legal helpline at 1-833-NEED-ABB (1-833-633-3222).

Find the latest information on mom and baby health at [marchofdimes.org](http://marchofdimes.org)