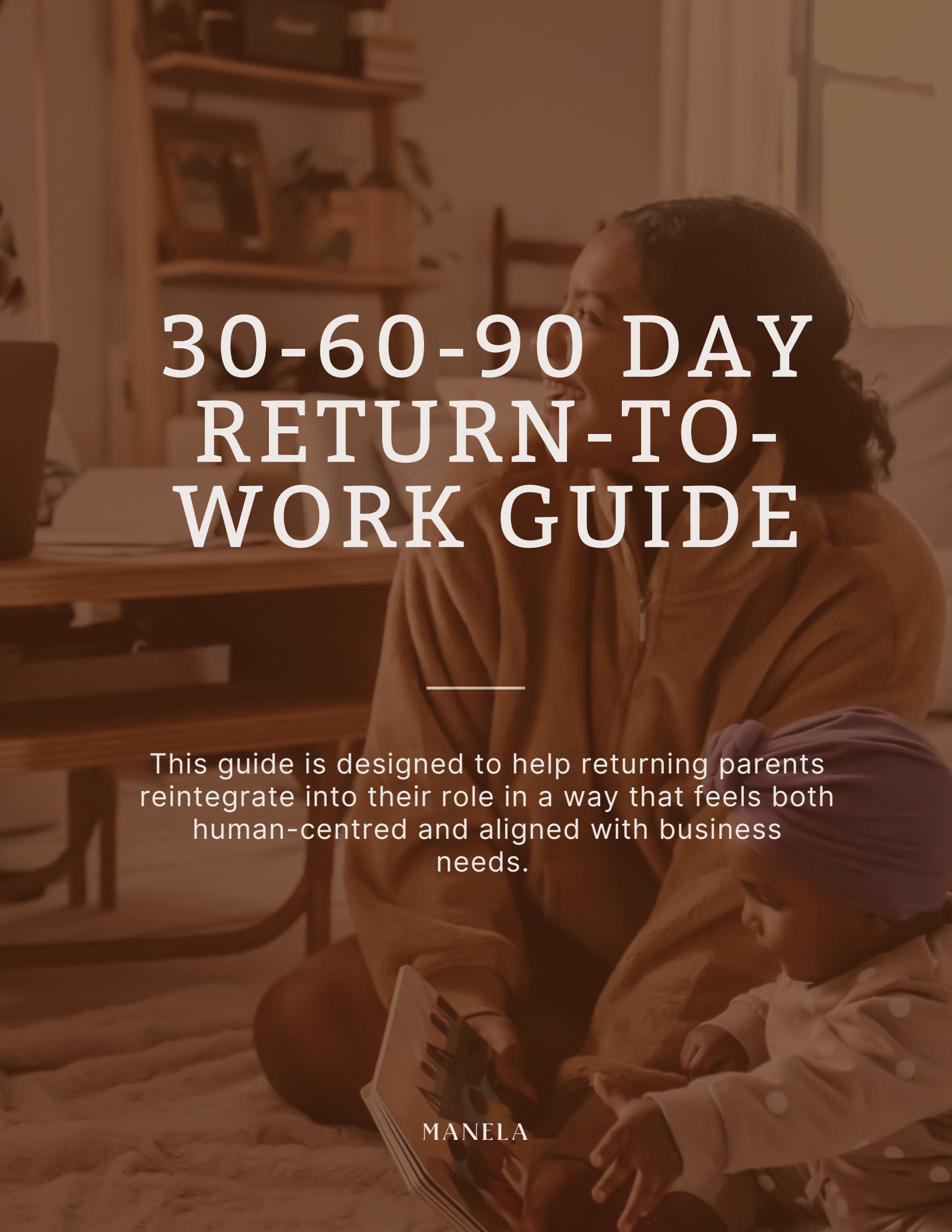


A warm-toned photograph of a woman with dark hair, wearing a light-colored zip-up jacket, sitting on a light-colored rug. She is holding an open book and looking down at it. A young child, wearing a purple headband and a light-colored long-sleeved shirt with polka dots, is sitting next to her, also looking at the book. In the background, there is a wooden desk and a chair, and a window with a plant on the sill. The overall atmosphere is cozy and domestic.

30-60-90 DAY RETURN-TO- WORK GUIDE

This guide is designed to help returning parents reintegrate into their role in a way that feels both human-centred and aligned with business needs.

MANELA



PRINCIPLES TO GROUND THIS PLAN

One of the most important parts of this plan is transparency around expectations. The organization has goals, and so does the returning parent. A thoughtful return plan acknowledges both.

Don't assume someone needs to be eased in more than they actually want—or that they're ready to go full speed without a check-in. Often, returning parents are more capable than we assume—but they may need clarity, not caution. Frequent, honest conversations about what's needed, what's possible, and what's shifting help both sides feel good about the work being done.

This guide is designed to make those conversations easier.

FRAMEWORK STRUCTURE

Each phase includes

Focus Areas

High-level themes (e.g., context gathering, visibility, ownership)

Activities

Specific tasks or milestones

Support Needs

What the manager/team can do

Reflection Prompts

To revisit and revise



FIRST 30 DAYS

Focus Areas

- Relationship rebuilding
- Context gathering
- Team rhythm re-immersion

Activities

- Attend all team meetings scheduled and prepare questions in advance. As this stage, nobody expects you to know everything.
- Schedule 1:1 meetings with everybody you regularly work with.
- Review project status report, strategy documents and dashboards (like Airtable). this information will help you know WHO to reach out to and what questions to ask.
- Shadow key meetings rather than leading them.
- Meet with backfill or buddy (if applicable)

Support Needs

- Weekly buddy check-in (who from your team can act as a peer mentor to get you caught up?)
- Clear meeting agendas
- Flexibility to prioritize re-immersion

Reflection prompts:

What surprised you most in these first few weeks?

What's helping you feel reconnected? What still feels distant?



DAYS 31-60

Focus Areas

- Taking back core responsibilities
- Re-engaging with stakeholders
- Contributing to strategy

Activities

- Resume ownership of specific projects or deliverables
- Reconnect with key internal and external stakeholders
- Contribute to planning cycles or decision making

Support Needs

- Regular alignment with manager
- Flexibility in meeting cadence
- Support in prioritization

Reflection prompts:

Where are you starting to feel like yourself in this role again?

What's something that would help you step in more fully?



DAYS 61-90

Focus Areas

- Career conversations
- Stretch opportunities
- Long-term planning

Activities

- Draft/revisit performance goals or development plan
- Step into a leadership opportunities big and small (if desired)
- Identify areas for growth or realignment

Support Needs

- Clear performance conversation
- Feedback on pacing and support
- Opportunities matched to goals

Reflection prompts:

What's feeling sustainable and energizing?

What does success look like for you over the next 6 months?



FINAL NOTE

This guide is meant to act as a collaborative tool to share with your team and help you have open conversations, develop a shared understanding and set realistic pacing.

If you need a mantra to help ground yourself during this transition, borrow this one: **"Clarity creates confidence"**

