**Faculty of Natural Sciences**

**Parental leave dialogues – conversation guide**

For an employee, an upcoming period of leave (e.g., maternity/paternity, or parental leave) can involve questions, concerns, and expectations. Thus, it is important that the immediate manager, together with the employee, ensures dialogue and matching of expectations before, during, and after the period of leave. The manager should therefore invite all employees, who expect to take at least two months of consecutive leave, to parental leave dialogues.

The following can be used as inspiration for the parental leave dialogues. As a manager, it is important that you are familiar with the existing rules and framework for parental leave, please see AU’s general information [here](https://medarbejdere.au.dk/en/administration/hr/parentalleave/translate-to-english-nye-barselsregler-fra-2-august-2022).

**Planning the period before leave**

It is a good idea to be proactive in relation to planning the period before leave. This will give a more gradual transition to going on leave and help to see if there are any special circumstances that the workplace needs to consider.

The questions below can be a point of departure for planning the period before leave:

* Are there any tasks that you cannot/should not carry out in the period before your leave?
* Which tasks should we focus on for you to have success with before the leave?
* Can we even now do anything for your tasks to be handed over in a good way? What will happen to unfinished projects during leave?

Please write any agreements here

**Immediately before leave:**

Before beginning the period of leave, the employee and immediate manager can benefit from talking about expectations, wishes and any concerns related to being away from the workplace for a longer period.

The questions below can be a point of departure for a dialogue before the period of leave:

* How do we ensure that you can hand over your tasks in a good way before going on leave?
* Do you have considerations about your current and possibly coming tasks at this point where you are going on leave?
* Do you have any requests for tasks/projects that you would like to return to after your leave?
* Is there anything that I, as a manager, should pay particular attention to before you go on leave?
* It is not expected that you stay up-to-date or are available during your leave. However, if you want to be informed, we should agree on what/how you are kept updated.

Please write any agreements here

**During leave:**

At all times, it will be up to the individual employee to determine whether he/she wants to have contact with the workplace during the leave. Nonetheless, it can be agreed that the employee is informed or contacted in connection with major changes in the organisation, new projects, or the like. It should not be expected that the employee checks his/her email or other platforms, so please arrange the best way for contact. Should the period of leave coincide with the period when staff development dialogue (SDD) is held in the section, the employee is entitled to be offered an SDD.

If, prior to the leave, agreements have been made regarding ongoing contact and orientation, this can be reconsidered at the employee’s request. In that case, a concrete agreement should be made on how the employee can make a new agreement with the manager, e.g., via email or by telephone.

Please write any agreements here

**After leave:**

It is recommended that a short dialogue is held at least 14 days before the employee’s return from leave, to talk about how the initial time after the leave can be organised. In addition to informing of what has happened at the workplace since the employee went on leave, wishes and expectations are aligned for the employee’s tasks and work concerning the initial period upon return.

The questions below can be a point of departure for a dialogue concerning the return to the workplace:

* Is there anything I should pay particular attention to so that you have a good start after the leave and are able to get back to work?
* Are there any tasks that you should not/cannot carry out due to physical conditions? Or other kinds of challenges what we must accommodate to with when resuming work?
* Which expectations and wishes do you have for arrangement of tasks, projects etc.?
* Do you have any wishes or requests for balancing work life and private life?

Please write any agreements here