



# Planning the Return to Work

## Quick Checklist for SME Employers

Use this checklist to plan a smooth return to work after parental leave. It's designed for small teams and can be adapted to different roles. Plans can change—this is a guide, not a contract.

### Before return: agree the basics

- Confirm planned return date (note this may change).
- Discuss preferred working pattern (full-time, part-time, phased return).
- Agree any flexibility needed (hours, days, location).
- Confirm childcare-related constraints where relevant.
- Discuss potential breastfeeding support needs.

### Re-induction & updates

- Arrange a catch-up on key changes while away (people, projects, systems).
- Plan any training or refreshers needed.
- Share updated priorities for the first few weeks.

### Using KIT / SPLIT days (optional) – see related Quick Checklist

- Discuss whether KIT/SPLIT days would help ease the transition.
- Agree possible uses (training, meetings, shadowing).
- Reconfirm that these days are optional and paid.

### Workload & wellbeing

- Set realistic expectations for the first weeks back.
- Agree check-in points to review workload and support needs.
- Flag any health or wellbeing considerations.

### Communication & handover when back

- Agree how handover back into the role will happen.
- Confirm who to contact for questions in the first weeks back.
- Schedule a follow-up check-in after 2–4 weeks.

This checklist is part of the [Supporting Parents in SMEs Toolkit](#).