



TOP 3 THINGS WORTH DOING WHILE BEING STILL ON LEAVE

There are 3 main things that you could do while being on leave to make your ramp up easier and avoid getting overwhelmed on your first day when you are back to work:

- ✓ stay in touch with the business
- ✓ read the leave & flexible work arrangement policies of your company to know your rights & obligations when returning to work
- ✓ meet your manager 1-2 months before you are back to discuss your return

Let's move to the first point. We really recommend taking some actions to stay up to date with what is going on with the business and in your industry while on leave. They are very light touch and you will surely appreciate their value at the moment you return.

For example, you can:

- plan 30 mins a week to read industry news / go through some e-mails
- enroll in relevant online class or training
- attend external business events that match your interests
- follow industry experts or read their blogs OR
- become a consumer of your company products (to get a different perspective)

Of course we do not recommend taking these actions straight away. Being half-way through your leave can be a good timing to do some of these.

Let's move to the second action that we recommended. Make sure you email your HR department to get a copy of your company's leave policies including one about flexible work arrangements. This will help you assess your return to work options and get to know your rights and obligations.

And lastly, plan a meeting with your manager. Here are some topics that are worth covering:

- Discuss business needs & priorities of your team and organization
- Discuss opportunities in your team
- Let them know about what you are interested to take on in the team.
- Discuss what flexibility you need and how you can make it work given the needs of the business and your team. To understand the variety of options that you may consider, please refer to the handout that is available along with this video on the course website.
- Finally, consider and talk about the option of a phased return. You may for example use some of your vacation days to come 50% in the first 2 weeks or work less days in a week. Doing a phased return can help you to slowly adapt your life to the new routine and not get too overwhelmed from day 1.