

# Maternity Leave Checklist

- PLAN YOUR FINANCIAL CALENDAR & BUDGET**
- ENSURE CASH FLOW**
- PAY THE BILLS AHEAD OF TIME**
- PREPARE ALL DOCUMENTS:**
  - FMLA APPLICATION (IF EMPLOYED BY EMPLOYER)
  - SHORT TERM DISABILITY (IF SELF-EMPLOYED)
  - VACATION TIME REQUEST (IF EMPLOYED BY EMPLOYER)
  - ANY FORMS YOUR DOCTOR WILL NEED TO FILL OUT
  - YOUR COMPANY'S FAMILY LEAVE POLICY
  - WRITE LETTERS AND EMAILS TO OR FROM YOUR BOSS, HR
  - UPDATE YOUR COMPANY MANUAL, IF SELF-EMPLOYED
  - ENSURE ALL TEMPLATES ARE UP TO DATE
  - SETUP EMAIL AUTORESPONDER
  - PRINT OUT BIRTH PLAN
- DELEGATE HOME NEEDS & ASK FOR HELP**
- STOCK YOUR FRIDGE & MEAL PLAN**
- DELEGATE CLEANING & LAUNDRY**
- PACK YOUR HOSPITAL BAG**