

Parental Leave Timeline Email TEMPLATE

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Hi [manager/HR],

As you know I'm welcoming a baby into my family this [season/date] and am planning to take parental leave. I wanted to confirm all the details of my parental leave timeline with you.

I plan to start my leave on [date] through California's job-protection program [Pregnancy Disability Leave](#). Once I am no longer disabled, I'll then transition to job-protected leave through the [California Family Rights Act](#).

Once my job-protected leave through the California Family Rights Act ends I plan to return to work, which will be the week of [date]. If I have any complications or anything changes I'll let you know by email as soon as possible.

Thank you for all your support during this transition. I appreciate it!

[your name]