Parental leave email

As soon as the leave request and dates are confirmed, ideally six to eight weeks before the expected due date or placement. Send updates if the start date moves.

BIRTH PARENT (FROM HR)

Subject: Your parental leave is approved: [Leave Start Date] to [Expected Return Date]

Hi [First Name],

Congratulations. Your parental leave is approved. Here are the details for your records:

- Leave starts: [Leave Start Date] (or the day you go into labor, if earlier)
- Expected return: [Expected Return Date]
- Total leave: [Total Weeks] weeks
- Paid portion: [Paid Weeks] weeks at [Pay Rate, e.g. 100% of base pay] through [Company Plan / State Program / Short-Term Disability]
- Job protection: [FMLA / State Law / Company Policy], so your job or an equivalent one will be held for you
- Health benefits: continue as now. Your share of premiums will be [deducted as usual / billed to you monthly].

What we need from you: [e.g. notify us of the birth within 2 weeks so we can add your child to your health plan; submit the State Program claim by Date].

If anything changes, including the start date, just reply here. You can also reach me at [HR Phone].

Warm wishes,
[HR Contact Name]
[Title], [Company]

NON-BIRTH OR ADOPTIVE PARENT

Subject: Your bonding leave is approved

Hi [First Name],

Congratulations on [the upcoming birth / your adoption / your foster placement]. Your bonding leave is approved:

- Dates: [Leave Start Date] to [Expected Return Date] ([Total Weeks] weeks)
- Pay: [Paid Weeks] weeks at [Pay Rate]
- Can be taken: [all at once / in blocks of at least X weeks], within 12 months of [the birth / placement]
- Benefits continue during leave.

Please let me know once you have a confirmed date so we can update payroll and add your child to your benefits within the enrollment window.

Best,
[HR Contact Name]
[Title], [Company]

FROM THE MANAGER

Subject: Congratulations, and enjoy your leave

Hi [First Name],

HR has confirmed your leave, so I just wanted to say congratulations and thank you for the handover. [Coverage Name] is covering [Responsibilities] and knows to come to me, not you.

You won't hear from us about work while you're out unless you tell me you'd like updates. If you'd like a quick call a couple of weeks before you return, let me know and I'll set it up.

Take care of yourselves.
[Manager Name]

REMINDER BEFORE RETURN

Subject: Planning your return on [Return Date]

Hi [First Name],

I hope you're all doing well. Your return date is [Return Date], so here are a few things to plan:

- Schedule: [Schedule details]. If you'd like to discuss a phased return or a different shift, let me know by [Date].
- Lactation space: if you'll need it, there is a private room at [Location], and you can take break time to pump. Tell me what you need and we'll set it up.
- First day: [Manager Name] will meet you at [Time].

Welcome back soon.
[HR Contact Name]

SUBJECT LINE IDEAS

• Your parental leave is approved

• Maternity leave confirmed: [Leave Start Date] to [Expected Return Date]

• Your bonding leave is approved

• Paternity leave approved

• Your leave details: pay, benefits and return

• Planning your return on [Return Date]

SMS / WHATSAPP VERSION

Hi [First Name], congratulations. Your parental leave from [Leave Start Date] to [Expected Return Date] is approved. Full details on pay and benefits are in your email. Questions? Call [HR Phone]. - [HR Contact Name]

Placeholders to replace: [First Name], [Leave Start Date], [Expected Return Date], [Return Date], [Total Weeks], [Paid Weeks], [Pay Rate], [State Program], [Coverage Name], [Responsibilities], [Location], [HR Phone], [HR Contact Name], [Manager Name], [Title], [Company]