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# MATERNITY LEAVE

## *Team & Client Communication Template*

### OVERVIEW:

EXPECTED DATES TO BE ON LEAVE:

MAIN POINT OF CONTACT WHILE ON LEAVE:

### COMMUNICATION BOUNDARIES:

*(including frequency + method of communication)*

I PLAN TO..... *check emails only once a week on Monday's (after the baby is X weeks old).*

I REQUEST THAT... *non-urgent matters be addressed once I return and/or sent to my assistant.*

I PLAN TO..... *resume all client calls beginning X date.*

I WILL BE..... *removing all notifications from team communication platforms (Slack, WhatsApp, Voxer).*

### WORK-RELATED BOUNDARIES:

I PLAN TO..... *not have access to my inbox beginning X date. It will be managed by Y.*

I HAVE..... *outsourced the copywriting for upcoming newsletters for X months.*

I HAVE..... *hired Y to support my clients while I am out. I plan to introduce her/him on our next call. You will have access to Y via email and group calls while I'm out.*

I HAVE..... *decided not to schedule any podcast interviews or speaking engagements while I'm out.*

## VISITATION BOUNDARIES:

*(include personal visitation boundaries to share with family)*

**I PLAN TO.....** *return to the office no earlier than X date.*

**UPON MY RETURN** *I plan to begin with one day a week in the office.*

**I PLAN TO.....** *have zero visitors at our home for the first two weeks of parenthood.*

## PERSONAL BOUNDARIES:

*(may not be pertinent for you to share with team|clients)*

**I PLAN TO.....** *avoid outside commitments during my maternity leave.*

**I PLAN TO.....** *focus on self-care, bonding with my new baby, and spending time with my loved ones. For me, this means....*

## SOCIAL MEDIA BOUNDARIES:

*(may not be pertinent for you to share with team|clients)*

**I PLAN TO.....** *set a limit of 30 minutes per day on social media.*

**I PLAN TO.....** *delete all social media from my phone during my maternity leave.*



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