



A HOW-TO GUIDE

How to Tell Your Boss You're Pregnant... Again!

josie*



Introduction

WELCOMING ANOTHER CHILD INTO YOUR FAMILY IS AN EXCITING TIME, AND SHARING THE NEWS WITH YOUR BOSS REQUIRES A THOUGHTFUL APPROACH. THIS TIP SHEET PROVIDES BEST PRACTICES, A FRAMEWORK FOR BREAKING THE NEWS, SAMPLE SCRIPTS, AND GUIDANCE ON HANDLING TRICKY COMMENTS.

Best Practices:

- Confirm your organization's parental leave policies - sometimes these change and you could be entitled to additional benefits.
- Think through what worked before and what's best for you now in terms of preparedness and communication while on leave.
- Being a working parent is a huge strategic advantage. Don't underestimate the value you add to your employer! Reflect on how becoming a parent has made you a better leader and professional at work. Remember that as you approach this conversation.

Remember: It's ok to feel anxious about this conversation, especially if it didn't go well the first time around - or if you've changed companies or managers.

How to Break the News... Again!

THERE IS NO MAGIC SCRIPT BUT AT JOSIE WE LIKE TO FOLLOW A FORMULA CALLED THE “THREE OS: OWN IT, OUTLINE YOUR APPROACH, AND OPEN THE DIALOGUE” :



- **Own It:** Similar to what we suggest for the first time around, begin the conversation by confidently sharing your excitement and enthusiasm for your pregnancy. Remember: this is a huge deal! A life changing moment. And that’s worth celebrating. Own your joy. This will set the tone for a supportive and engaging discussion.
- **Outline Your Approach:** Demonstrate your proactive approach by detailing the steps you've already taken to ensure a smooth transition, considering the lessons learned from your previous experience. Reflect on what you thought worked well and what you may like to change this time around. This will showcase your thoughtfulness, growth, and adaptability.
- **Open the Dialogue:** Invite your boss to share their input and guidance. Show your respect for their opinion and support by fostering open communication and collaboration when planning your leave. If it’s the same manager you had for your previous leave, let them know what was helpful to you the first time around and invite them to share what they thought worked and what might change.



HERE ARE A FEW SAMPLE SCRIPTS USING THE THREE O'S FRAMEWORK :

Script A: “Thank you for taking the time to meet with me, and I have some exciting news to share! My family is growing and I am pregnant again. I spoke to HR to confirm our parental leave policies, and plan to be out of the office from [DATE] to [DATE]. Last time I worked on a transition plan to ensure that client needs were covered while I was out of the office and the template I used seemed to work really well - so I plan to do the same thing again. I'd love your input and support in this process. Is there any advice you can offer to help me prepare?”

Script B: “Thanks for meeting with me! I am very excited to share that my family is growing and I am [NUMBER] weeks pregnant. My current plan is to be on leave from [DATE] to [DATE]. Your support and insights were truly helpful before, and I'd love to hear any advice you may have to make this process even more seamless.”

Script C: “I have wonderful news—I'm pregnant again! I've discussed our company's updated leave policies with HR, and my time away will be from [DATE] to [DATE]. During my previous leave, I developed a detailed transition plan that my previous manager helped me socialize with the right people. I plan to follow a similar approach this time, and would appreciate your support in ensuring the right communication is happening at the right times. Could we set up some time next week to discuss?”

Timing

CONSIDER THE FOLLOWING WHEN IT COMES TO WHEN TO TELL YOUR BOSS:



- **Company Policies:** Familiarize yourself with your company's policies on parental leave and any requirements for notifying your employer. This can help you determine the best time to share your news.
- **First Trimester Guidelines:** Many people choose to wait until after the first trimester, as the risk of miscarriage decreases significantly after this point. However, if you're experiencing severe morning sickness or other complications that affect your work, you may consider disclosing your pregnancy earlier.
- **Timing for Planning:** Consider giving your boss enough notice to allow for adequate planning and preparation for your absence. Typically, providing at least two to three months' notice is considered a good practice, as it allows for a smoother transition.
- **Legal Considerations:** Note that there is no federal law in the US requiring you to disclose your pregnancy at a specific time.
- **The Bottom Line / TL/DR:** The most important thing when it comes to timing is whenever you are most comfortable and confident to share your news. Trust your gut on this one (or maybe it's belly?)

Handling Tricky Comments

WE KNOW YOU'RE A PRO AT THIS ALREADY, CONSIDERING THIS ISN'T YOUR FIRST TIME GOING ON LEAVE - BUT IT'S ALWAYS NICE TO HAVE A FEW TRICKS UP YOUR SLEEVE FOR ANY TRICKY COMMENTS:



- **Stay Calm and Professional:** Remember that you are entitled to your parental leave, and keep a composed, professional tone in your response.
- **Clarify the Company Policy:** If your boss or others question the duration of your leave, or the number of times you have taken leave, gently remind them of the company's established parental leave policy. If you're comfortable, be vocal about how that leave is critical for physical recovery and adjusting to life with new baby.
- **Lean Into Your Leadership:** When they go low, you go high - don't be afraid to share how you value working at a company that supports all types of life events, and you're glad that both you - and they - can receive supports for various life needs. This is an opportunity to shine as a leader!
- **IYDKYDK:** Remember: if you don't know, you don't know. Sometimes those without similar lived experiences just need a little education on what this transition entails. You don't have to go overboard - after all, you're a busy working parent. But sometimes a story or two can go a long way.

Sharing news of a subsequent pregnancy with your boss requires careful planning and communication. By following these tips, you'll be well-prepared to confidently announce your news, address any potential concerns, and ensure a smooth transition for your team. Congratulations on your growing family!

HAVE MORE QUESTIONS?

Get in touch with team Josie:



hello@myjosie.com



[Josie](#)



[@myjosieinc](#)



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