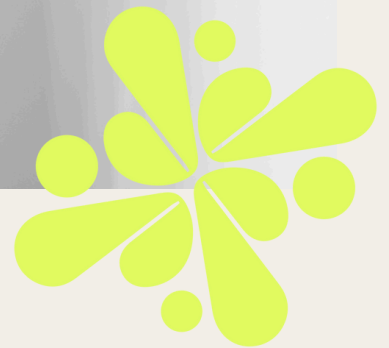




A HOW-TO GUIDE

How to Tell Your Boss You're Pregnant

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Introduction

THE BIG REVEAL CAN BE NERVE-WRACKING, BUT DON'T WORRY – WE'VE GOT YOUR BACK! THIS GUIDE OFFERS PRACTICAL TIPS AND SAMPLE SCRIPTS TO HELP MAKE YOUR ANNOUNCEMENT A BREEZE.

Best Practices:

- Research company policies on parental leave and return-to-work programs before you meet with your boss. If available to you, speak with a colleague who recently returned from leave or has announced they are expecting, and learn from their experience.
- Have an idea of how your team can cover your workload during your absence, and be prepared to share that with your manager.
- Request a private 1:1 meeting with your manager in a confidential setting.

Remember: You do not have to share anything that you are not comfortable sharing: how far along you are, the gender of your child, your plans postpartum, etc.

How To Break the Water...er, News

IT IS TOTALLY NORMAL IF YOU'RE ANXIOUS ABOUT THE CONVERSATION! 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:** Begin the conversation by embracing your excitement and enthusiasm for your pregnancy. In other words - OWN IT! Own your joy, excitement and this major personal milestone. Sharing your positive emotions confidently will help set the tone for a supportive and engaging discussion.
- **Outline Your Approach:** Demonstrate your proactive approach by outlining the steps you've already taken to ensure a smooth transition. This signals the care and consideration you have for your work and your team.
- **Open the Dialogue:** Invite your boss to share their input and guidance. Demonstrate your respect for their opinion and support by creating a collaborative plan for your leave, which will encourage open communication and build a strong foundation for your return to work.



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

Script A: "Hi [Manager's Name], I have some wonderful news to share! I'm expecting a baby, and I couldn't be more thrilled. I'm planning to take parental leave from [DATE] to [DATE]. To ensure a smooth transition, I'll create a detailed plan for my workload distribution and keep you posted on its progress. I'd love your input and support in this process. Is there any advice you can offer to help me prepare?"

Script B: "Hello [Manager's Name], I'm excited to announce that I'm pregnant! My due date is [DATE], and I'll be taking [NUMBER] weeks of parental leave starting around [DATE]. I'm committed to making this a seamless experience for everyone, so I'll be working closely with the team to ensure all my responsibilities are well-covered. I'd appreciate your help in identifying any potential challenges and collaborating on solutions. Could we set up a meeting to discuss this further?"

Script C: "Good morning [Manager's Name], I have some fantastic news! I'm expecting a baby and am looking forward to embracing this new chapter in my life. I've discussed our company's parental leave policies with HR, and I'll be taking [NUMBER] weeks off to bond with my little one. To ensure a successful transition, I'll provide regular updates on my projects and work with the team to address any concerns. Your guidance and understanding are invaluable to me during this time. How can we best work together to make this a positive experience for everyone involved?"

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

DURING CONVERSATIONS REGARDING PARENTAL LEAVE, IT'S CRUCIAL TO MAINTAIN A CALM AND PROFESSIONAL DEMEANOR WHEN ADVOCATING FOR YOUR NEEDS. TO HELP HANDLE POTENTIAL BIASES OR CHALLENGING REMARKS, FOLLOW THESE KEY STEPS:



- **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 questions the duration of your leave, gently remind them of the company's established parental leave policy.
- **Highlight Your Commitment:** Emphasize your dedication to your work and your proactive approach to ensuring a smooth transition.
- **Offer Solutions:** If concerns arise about managing workload during your absence, offer potential solutions or suggest colleagues who can provide support.

As you embark on this exciting chapter of your life, remember that open communication and a little proactive planning will ensure a successful transition. By following these guidelines you'll be well-equipped to navigate conversations about your pregnancy and parental leave with confidence.

HAVE MORE QUESTIONS?

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