



Welcome Back Guide for Managers

When your employee returns from pregnancy or parental leave

As a manager, you play an important role in supporting your employee's return to work after a pregnancy and/or parental leave. This guide can help you welcome your employee back and help ensure a smooth readjustment for your employee and everyone on your team.

Things to do before your employee returns

- Make sure you understand AECOM's policies regarding the Family Medical Leave Act (FMLA) and pregnancy and parental leaves for birth, adoption, surrogacy or foster care placement of a child.* See the **[Parental Leave Checklist for Managers](#)** and the **[U.S. Leaves of Absence Guide](#)**.
- Make sure you understand AECOM's Voluntary Work Week Reduction Program, which you can learn about on Ecosystem. If applicable, submit your completed Work Week Reduction Request Form (available on **[Ecosystem](#)**).*
- If applicable, find out if your location has a designated Mother's Room for breastfeeding mothers to express milk or if you need to help your employee locate a private space. (Keep in mind that a restroom is not sufficient.) See the **[Mother's Room Design Standard Guidelines](#)** on Ecosystem. Also, see **[Considerations for breastfeeding mothers](#)** on the next page.

If your soon-to-return employee has made voluntary work week reduction, make sure to discuss them with your team in case additional support is needed to cover the work.

** If you have questions after reviewing these materials, please reach out to your HR representative.*

Things to do and consider once your employee returns

Welcome your employee back with a return-to-work meeting. Having an open conversation with your employee lets them know that they are valued and still has an important role to play. During your discussion:

Ask your employee:	Let your employee know:
<ul style="list-style-type: none"><input type="checkbox"/> What can I (or AECOM) do to support your return?<input type="checkbox"/> Do you want to participate in a voluntary work week reduction option?<input type="checkbox"/> How can we work together to make this a smooth and successful transition for you?<input type="checkbox"/> Do you have reservations or concerns about returning to work?	<ul style="list-style-type: none"><input type="checkbox"/> Your top priorities for him or her<input type="checkbox"/> You'll introduce him or her to any new team members or business partners<input type="checkbox"/> About any significant policy changes in his or her absence<input type="checkbox"/> About AECOM-provided resources that can help with the responsibilities of parenthood (see Helpful resources for parents on the next page)

Considerations for breastfeeding mothers

Many mothers continue to breastfeed after returning to work. Be aware that they need:

- **Flexibility:** This may mean multiple 15-30 minute breaks throughout the day to express milk.
- **Breaks during long meetings:** Going too long without expressing milk can be uncomfortable and, in some cases, painful. Your employee may not feel comfortable asking to be excused from a meeting, so, when scheduling, remember to consider meeting length and factor in breaks during long meetings.



It is important to remember that anyone coming back from a significant leave will need some time to get back up to speed. Be sure to check in with your employee from time to time to ensure that any work arrangements made are still meeting their needs.

After all, life will be different for this person now. For example, he or she may need to leave work unexpectedly, stay home to tend to a sick child or no

longer be able to stay late because they have to pick up their child from a caregiver. Open communication is key as your employee adjusts to this new phase of life.

Keep in mind that your employee has just experienced an exciting life-changing event. Show your interest by asking them to share a picture or two... or many!

Helpful resources for parents

Please refer employees to our **[New Parents Checklist](#)**, which provides helpful tips and resources to help make their lives easier during this wonderful, but often challenging, time of their life. Here are just a few of the resources AECOM provides:

Care.com

AECOM offers free access to Care.com, allowing employees to search a database of child caregivers, at home and child care centers, as well as house cleaners, pet care, tutors, camps and more. AECOM subsidizes the cost of child and pet backup care through Care.com. **[Learn more.](#)**

GuidanceResources Employee Assistance Program (EAP)

The EAP can help ease an employee's transition back to work by providing counseling, legal and financial guidance, help finding child care, support groups or pediatricians, and much more. The EAP offers a new child and adoption assistance kits when employees use a FamilySource service for information about parenting classes, lactation coaches, care options, highest rated car seats/baby equipment, mommy/daddy and me classes, multiple-birth discount options and other resources. **[Learn more.](#)**

Telemedicine

AECOM medical plan participants can consult with board certified doctors, including pediatricians, about any non-emergency medical concerns without leaving home. Encourage your employee to register for their plan's telemedicine service, so there's no delay in using it when needed. **[Learn more.](#)**

Smart Spend

Employees can save money on just about anything they need to welcome a new child to their family — diapers, clothes, car seats, furniture, toys, etc — with discounts at hundreds of major retailers. **[Learn more.](#)**

Merrill

Whether they want to save for their new child's college education, a bigger house or simply a more comfortable financial future, employees can get expert advice at Merrill's online education center at **[benefits.ml.com](#)**. In particular, new parents may want to explore the **[Financial Wellness Tracker](#)** for personalized financial guidance based on their goals for the future.

Dependent day care flexible spending account (FSA)

Employees may want to consider enrolling in or changing their current contribution to the dependent day care FSA. Enrollments and changes must be made within 31 days of their return-to-work date. **[Learn more.](#)**

Health care

If they want to add their new child to their AECOM medical, dental and/or vision coverage and/or increase their health care FSA contributions, employees must do so at **[myAECOMbenefits.com](#)** within 31 days of the child's birth, adoption or foster care placement — no need to wait for a birth certificate or Social Security number. Employees will receive a request (in the mail) to verify the new dependent's eligibility by providing **[certain documentation](#)** (e.g., marriage or birth certificate).

Life insurance

Employees may want to apply for or increase supplemental life insurance coverage for themselves and/or their dependents. If so, they can do so at **[myAECOMbenefits.com](#)** within 31 days of adding a child to their family.

Updating beneficiaries

After welcoming a new child to their family, employees may want to update their beneficiary information. Please refer them to our **[Beneficiary Checklist](#)** for assistance. Beneficiaries can be updated at any time.