

# Employee dialogues in connection with leaves of absence

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Every year, employees at Aarhus University take leave for varying lengths of time, such as maternity leave or parental leave. Employees may have questions and expectations regarding their leave, which is why it is important that the manager establishes dialogue and aligns expectations before, during and after the leave.

The manager should set up a meeting before and after the leave and consider the employee's wishes for staying in touch whilst on leave.

## **Before the leave:**

Before the employee takes their leave, the manager and employee should discuss expectations, wishes and possible concerns associated with being away from the workplace for a longer period of time. Some employees may worry about what will happen to their current or future tasks during their leave. The manager should listen and be flexible during the dialogue with the employee.

The questions below can be used as a starting point for a dialogue before the leave:

- How do we ensure that you can hand over your tasks in a good way before you take your leave?
- Do you have any considerations regarding your current and possible upcoming tasks now that you are going on leave?
- Are there any specific tasks/projects that you would like to return to after your leave?
- Is there anything that I, as your manager, should pay particular attention to in the time leading up to your leave?
- We do not expect that you stay updated or available during your leave, but please let us know if there is anything you would like to be updated on and how.

## **During the leave:**

It is always up to the employee to decide whether they want to keep in touch during their leave. But they *can* agree to be informed or contacted regarding major changes in the organisation, new projects or similar events. The employee should not be expected to check their email or other platforms. Please agree on how best to contact them.

The employee has a right to be offered an SDD dialogue, should these be held during their leave.

## **After the leave:**

It is recommended that the manager sets up a short dialogue at least 14 days before the employee returns from leave to discuss how to organise their return to work. During the dialogue, the manager should update the employee on what has happened in the organisation and department since they went on leave. This should be both a general orientation and also specific to the employee's field of work and tasks. The manager and employee should also align expectations regarding the employee's tasks and workload and come to an agreement that ensures a good return to work.

The questions below can be used as a starting point for a dialogue about returning to the workplace:

- Is there anything that I should be particularly aware of to ensure that you have a good return to work?
- What expectations and wishes do you have for the set of tasks and projects that you will take on?
- Is there anything you'd like to discuss regarding work-life balance?