

WorkOptions

Max Maternity Leave

Proposal Template & Negotiation Guide

by Pat Katepoo, RD
Founder, WorkOptions.com
& MaternityLeaveMentor.com

Max Maternity Leave™
9th USA Edition, June 2010
Copyright 2003-2010 by Patricia Katepoo
Copyright-registered and all rights reserved worldwide.

Max Maternity Leave Proposal Template & Negotiation Guide

Table of Contents

Preface	3
Your Max Maternity Leave Strategy	4
Step 1 — Start Early	4
Step 2 — Present a Written Proposal	7
Your Maternity Leave Proposal Template	8
Step 3 — Negotiate for What You Want	11
Link to Appendix A – Negotiate Supplementary Leave Time	13
Link to Appendix B – Longer Paid Maternity Leave	13
Link to Appendix C – Work Coverage Ideas	13
Link to Appendix D – Return to Work: Transition Phase	14
Link to Appendix E – How to Return to Work Part-time Under FMLA	14
Link to Appendix F – Flexible Return to Work: Long-term Plan	15
About the Author	16



Max Maternity Leave is a resource tool of [WorkOptions](#), where working mothers and others learn to negotiate flexible work at their current job.

Preface

You're pregnant. You're employed. And you work in the United States.

You may have heard that working mothers in Canada are allowed 50 weeks of partially-paid maternity leave. Or perhaps you read that those in several European countries enjoy generous lengths of time at home with 70–100% pay.

But here in the United States, where social and tax structures don't support that level of coverage, maternity leave is a mixed bag of time off. Short-term disability leave, employer-paid vacation and sick leave, paid parental leave (uncommon), and unpaid leave may be part of the maternity leave mix—or not.

In many cases, this combination falls painfully short of the time new mothers want and need with their babies. Bonding, breastfeeding and even behavior are influenced by the degree of mother-infant contact in the early months. Few would argue that a maternity leave longer than six weeks is healthier for mother and baby. And too few get it.

That's why I wrote **Max Maternity Leave**. It will help you explore creative options for enhancing your maternity leave and return-to-work plans, while it guides you through negotiating a workable proposal that can meet the needs of both you and your employer.

Max Maternity Leave is an adjunct to the **WorkOptions Proposal Package** for telecommuting, part-time, job sharing or compressed workweek. Thousands of professionals enjoy more time with their families since they used a **WorkOptions Proposal Package** to propose flexible work at their current job.

Likewise, getting approval of your **Max Maternity Leave** plan and proposal means you will cherish more time with your baby. I trust it will inspire and guide you to lengthen your leave to the max.

All my best,



Pat Katepoo, RD
WorkOptions
Maternity Leave Mentor

PS: There are lots of valuable hot links to click in Max Maternity Leave, so first save it to your hard drive, then read it while connected to the Internet. Print pages as desired.

...Now choose life, so that you and your children may live and that you may love the LORD your God, listen to his voice, and hold fast to him... Deut. 30:19-20 (NIV)

Your Max Maternity Leave Strategy

Securing the best maternity leave possible—longer leave, more paid time off, flexible return to work, and whatever else you want—requires a solid strategy plus lots of preparation to carry it out well. You'll be surprised at what you get if you take the steps.

HERE'S THE 3-STEP MAX MATERNITY LEAVE STRATEGY I RECOMMEND:

1. Start your maternity leave planning and preparation early, during your first trimester.
2. Present a well-crafted written maternity leave proposal during your third trimester.
3. Negotiate for leave terms that surpass the normal policy (whether there is one or not).

This document guides you through each strategy step. It's up to you to follow through. Your Max Maternity Leave strategy is supported by the following TACTICS, TOOLS and TASKS. Use the check box in front of each TASK to track your preparation progress.

STRATEGY STEP 1 — START EARLY

Start your maternity leave planning and preparation early, during your first trimester.

Many new mothers-to-be are surprised to learn that there are no US laws requiring paid maternity leave. The Family & Medical Leave Act (FMLA) allows for job protection and *unpaid* leave, and not everyone is eligible. These hard facts are reason to develop your plans early and to prepare yourself to negotiate a maternity leave which meets your needs.

TACTIC: Know the Basics of Maternity Leave in the USA

TASK: The best tools for this tactic change over time so I put them online. Find my latest recommendations here: <http://workoptions.com/maternityleave-planning.htm> Any negotiation is strengthened by knowledge; study these resources to increase both your knowledge and your understanding of your negotiation leverage.

TACTIC: Build your negotiation skills.

Start *now* to build or refresh your negotiation skills so that you're ready and confident when it's time to negotiate your Max Maternity Leave plan and proposal.

TOOL: *Ask for It*, by Linda Babcock and Sara Laschever (Bantam, 2008)

TASK: I strongly advise you to read the *Ask For It* book. Not only will it guide you in techniques you can use to negotiate your maternity leave, but you can apply what you learn in every other work-life management strategy for years to come. Believe me, you'll need these skills as a parent, too!

TACTIC: Know Your “Baseline Maternity Leave”

Baseline maternity leave is what I’ve labeled the **number of weeks that you are entitled to** by law, employer policy, or both.

The length of your maternity leave will depend on several variables including the state you work in, the size of your employer, the tenure of your employment, your employer’s paid and unpaid leave policies, and your employer’s short-term disability policy. So each woman’s maternity leave is different and your number may range from zero (yes, 0!) to 12 or more weeks.

TASK: To determine how the variables add up for *you*, go to the planning page at <http://workoptions.com/maternityleave-planning.htm> and follow the links and steps under “Figure Your Baseline Maternity Leave.” Insert your results below.

My Baseline Maternity Leave: _____ weeks

TACTIC: Know Your “Supplemental Leave”

Supplemental leave is what I’ve labeled the **number of weeks that you are requesting beyond your baseline maternity leave**.

Assuming the *baseline maternity leave* you figured above falls short of what you really want for you and your baby, how many *additional weeks* will you request?

Keep in mind that *supplemental leave* is *not* in your employee manual and it’s *not* a mainstream employment term. In fact, I made it up as part of the Max Maternity Leave strategy. But *supplemental leave* is the key to extending your time off as it sets the stage for you to negotiate for more than what’s offered.

Can you do that? Yes! Women sometimes forget that virtually everything is negotiable. Just because something is stated or in writing (“the policy”), doesn’t mean you can’t ask for and get something different. Or just because it’s *not* on the (policy) menu, doesn’t mean it can’t be cooked up. Anything’s possible. Not guaranteed—but possible.

Here’s the strategic beauty of it: with its placement *after* the WORK COVERAGE section of your proposal, *supplemental leave* becomes a viable proposition, making your longer maternity leave possible.

Brace yourself: by its basic definition, *supplemental leave* is unpaid. Yet if all goes well, you’ll then negotiate to have some pay to go with it. But because you don’t know how the pay part of the negotiation will go, you’ll first determine the number of weeks of *supplemental leave* you want based on what you can afford *without* pay.

Even so, ask for more than you expect to get; tack on four to six weeks to your initial *supplemental leave* request so that there's room for compromise. If you get the maximum you request without need for compromise, take it. You can always return to work earlier if your finances require it.

TASK: Figure how many weeks of *supplemental leave* you'll initially request.

Supplemental Leave Request: _____ weeks desired + 4 to 6 = _____ weeks

TACTIC: Know how to respond if your manager challenges your proposed supplemental leave. .

TOOLS: **Appendix A** has strategies and scripts for negotiating more leave time. **Appendix B** outlines the conditions that support successful negotiation of some pay during *supplemental leave*.

TACTIC: Be ready with alternative plans if your family budget doesn't allow for any unpaid *supplemental leave*.

If you can't afford any *supplemental leave* without pay, focus your negotiations instead on Max Maternity Leave's RETURN TO WORK options, either the TRANSITION PHASE or LONG-TERM PLAN. Both of these incorporate a flexible work arrangement, which is another approach to spending more time with your baby after your maternity leave ends.

If you need more support, solutions and strategies, [visit Maternity Leave Mentor](#).

Maternity Leave Mentor
advice by phone for pregnant professionals and new moms

TACTIC: Build up your goodwill balance among coworkers so that you can draw upon it later.

TASK: Start early to build and cement the relationships that will be central to success during your absence. Your coworkers are the core of your work coverage plan during maternity leave (see **Appendix C**), so practice give-and-take among them, with the emphasis on giving. Do what it takes to demonstrate your vital contribution to the workgroup or department (which, as a savvy career professional, you're probably doing anyway; it paves the way for requesting a merit raise, too.)

Train a child in the way he should go, and when he is old he will not turn from it.
Proverbs 22:6 (NIV)

STRATEGY STEP 2 — PRESENT A WRITTEN PROPOSAL

Present a well-crafted written maternity leave proposal during your third trimester.

Proposals work! Before I wrote the first version of Max Maternity Leave in 2003, I'd been selling my [proposal templates packages for telecommuting](#) and other flexible work arrangements for 10 years. I'll admit, even I was surprised at how well they worked to get managers' approval of flexible work schedules. Out of thousands of customers and countless success stories reported back, my favorites are from new moms, and the ones where the proposal changed a manager's mind. Here are a few.

*Before I left on maternity leave, I requested a compressed workweek. **I was told no and that it wouldn't work.** While on leave I came across your proposal blueprint. I emailed it to my boss yesterday morning. By 3pm, she called me to tell me **I have her approval to work four days per week** when I return from maternity leave.*

*When I first approached my manager about working from home one day a week upon my return to work [after maternity leave], **she gave me a very chilly response.** While researching, I found your website and purchased your telecommuting proposal template. **Last week I had lunch with my boss to review the proposal, and she did a complete 180!** She actually laughed at how “comprehensive” my proposal was. I return to work this week, and instead of feeling overwhelmed, I am actually looking forward to it!*

*I emailed [my bosses] about going part-time and didn't get much of a response... Your part-time proposal outlined exactly what I needed. Within an hour I had plugged in my specific changes and handed it to my boss (this was two weeks ago). This morning I spoke to him and **they have agreed to all that I requested!** I am ecstatic! **I am certain that the proposal is what convinced them** that I was serious and put it into a format they could discuss with the higher-ups...you did cover several bases I hadn't thought of...Thank you so much.*

(You can find these and many other examples, with full attribution, [here](#) and [here](#).) So I became convinced that a proposal template would work for maternity leave, too. I'm not sure what took me so long to develop Max Maternity Leave, but when I did, I decided to give it away. It's a thrill to read the Max Maternity Leave success stories, like the ones you may have read [on the download page](#). Now it's your turn.

TACTIC: Use a proven proposal template for your maternity leave plan.

TOOL and TASK: Max Maternity Leave Proposal Template, of course. Having completed all the TASKS in Strategy Step 1 (you did, right?), you're ready to complete your plan and proposal. The complimentary template follows on the next page.

Max Maternity Leave Proposal Template

After you've completed the TASKS above, you're ready to start filling in the proposal template. Later, I'll direct you to an editable online version so you don't have to retype it. **But be sure to read all of the PDF portion first or else you'll miss critical content.**

The [brackets] contain instructional notes, tips, optional words or phrases to use, and places to fill-in-the-blanks.

MATERNITY LEAVE PLAN for [YOUR NAME]

[date]

INTRODUCTION

Tactical Tip: Your manager is likely to have unspoken doubts about whether you will actually return to the job. By emphasizing the personal importance of your job and career in the introduction of your comprehensive maternity leave plan, you provide your manager with assurance of your intention to return to work.

Having invested [#] years* in building my career, the work I do at [employer name] is important to me. I've given a lot of time and thought to how my job responsibilities can be managed [distributed] during the period [that I require] away from the office. Below is a proposed plan for work coverage, length of leave, accessibility during leave, and my return to work.

This plan is designed around my estimated leave date of [date], which closely corresponds with my estimated delivery date. If that date changes, the other dates provided in the plan will need to be adjusted accordingly.

WORK PROGRESS

Tactical Tip: In this section, you're positioning good news—project completion—while reminding your manager of your value to the organization. Provide a rich description of the outcomes expected to emphasize that value and enhance your negotiation leverage.

Work projects I plan to complete before the estimated start date of my leave:

- [Project 1; describe the outcome and the payoff to your manager and employer]
- [Project 2; describe the outcome and the payoff to your manager and employer]
- [Project 3; describe the outcome and the payoff to your manager and employer]

* If you're relatively new to the workforce, you can boost the number by adding in your years of schooling: "Having invested [#] years training for and building my career..."

WORK COVERAGE

Tactical Tip: While your manager is ultimately responsible for managing the reassignment of your work during your maternity leave, presenting this proposal shows you are taking a *collaborative* approach. In this section, you're delivering problem-solving ideas with a positive tone. That makes the process easier for your manager, fostering a successful outcome to your negotiations.

Having the advantage of planning an expected event and absence, here are my suggestions for [managing major projects and] reassigning my high-priority work responsibilities:

[Be sensitive to your manager's current agenda, objectives and deadlines. Identify your high-priority duties and offer creative solutions for reassigning them. See **Appendix C** for ideas. Adapt appropriate choices when building this crucial section of your proposal.]

- [Project Name or Work Responsibility and your brief narrative suggesting how it can be managed. **Appendix C** also offers suggested narratives.]
- [Project Name or Work Responsibility and your brief narrative]
- [And so on, for each major project and high-priority work responsibility.]

I trust you'll agree that these arrangements are sufficient until my return. I welcome your suggestions and your assistance in shaping the details. [This takes a bold "assume the sale" approach. Remember, confidence is convincing.]

PLANNED WEEKS OF LEAVE

Tactical Tip: PLANNED WEEKS OF LEAVE is strategically placed after the WORK COVERAGE section of your proposal. Because you've already presented the solutions for how your work will get done during your absence, your length of time away is less of an issue.

The work coverage plan outlined above covers a leave of [#]^{*} weeks. This includes a combination of my projected accrued paid leave time under [employer name]'s vacation, sick, [personal], and [maternity leave] policies; [partially-]paid short-term disability leave; [FMLA leave]; and supplemental leave. [Supplemental leave is simply and forthrightly tacked on as a component of the total weeks requested. Be prepared, however, to break out your weeks of *baseline maternity leave* by category.]

* Add your baseline maternity leave plus your supplemental leave to get the total number of weeks requested. These are the TASKS you completed under Strategy Step 1.

ACCESSIBILITY DURING LEAVE

Tactical Tip: Here, you reaffirm your commitment to your job. Keep it brief. You may even want to omit this section if you'd rather not commit to anything in writing; its advantage, however, is in positioning you as the one being in control of accessibility. For example:

I will telephone you and [names of other key people] the week of [date; suggest no sooner than six weeks after delivery] to discuss [status of specific projects; general update job-related issues]. After that date, I expect to be able to accept and respond to occasional emails related to [specific, high-priority work] issues. [Email gives you more control of your environment and greater flexibility in timing than telephone calls.]

After [date], I plan to...[After eight weeks, and the longer you are away, gradually increase accessibility and frequency of contact with the office by whatever means you judge to be a prudent balance between time off and preparing to re-engage at work.]

Tactical Tip: If your leave will be very short, say eight weeks or fewer, guard your private time at home. Once you open the door to telephone calls, emails, text messages and meetings during your leave, it will be hard to close it again. Aim for a balance between staying engaged with your workplace during your absence and engaging in work before you're ready or scheduled to do so.

RETURN TO WORK: TRANSITION PHASE

[This optional section has you returning to work gradually. Refer to **Appendix D** to select a transition phase description that best matches your circumstances and insert it here.]

RETURN TO WORK: LONG-TERM PLAN

Tactical Tip: If you plan to jump back into a regular, full-time schedule after maternity leave without a phase-back transition, it's widely suggested you arrange to return to work on a Wednesday or Thursday. A shorter first workweek upon your return is less taxing to you and your baby than hitting 40 hours right from the start.

I plan to resume my regular, full-time schedule on [date]. **OR**

[If you want to propose a part-time, job sharing, compressed workweek or telecommuting arrangement for the long-term after your maternity leave, refer to **Appendix F** for suggested language. Insert it here.]

SUMMARY

It's my intention to continue being a vital part of [department or work unit] at [employer] [for years to come]. For the period of my planned absence, I offer this comprehensive proposal which considers both employee and employer needs. I am ready to discuss concerns that may not have been addressed, as well as more specifics of the plan.

STRATEGY STEP 3 — NEGOTIATE FOR WHAT YOU WANT!

Negotiate for leave terms that surpass the normal policy (whether there is one or not).

This is the missing piece and the missed opportunity for so many women. They too easily accept the status quo and settle for far less than what's possible. I'm not saying this based only on my own observations—it's been a common thread among otherwise very accomplished professional career women who've come to me for help in asking for a flexible work arrangement—it's a researched-based fact.

According to *Ask for It* authors in their first book, *Women Don't Ask*, as a “result of powerful social influences,” women have an “impaired sense of entitlement” and they often “assume that they are stuck with their circumstances.” So they refrain from asking for what they want.

Sound familiar?

TACTIC: Their recommendation in this regard is advice that I've been giving for years: You have to ask! The authors of *Women Don't Ask* call it “the essential first step” that “kicks off” a negotiation.” Then they admonish the reader: “If you miss your chance to negotiate, the best negotiation advice in the world isn't going to help you much.”

Here are some more insights from *Women Don't Ask*. The authors report that “one of the major causes of female anxiety around negotiating” is their fear that asking for something they want may harm the relationship with the person they need to ask. Women don't separate the relationship with the issue at hand, so in protecting that relationship, they fear “disagreement about the outcome of a negotiation.” That prevents them from asking.

TACTIC: The authors suggest that “both men and women can benefit by embracing” both the goals of the relationship *and* the issue at hand. The key is to take a *collaborative approach*, one that focuses on working “together to solve problems that affect you both.”

This is *not* a new negotiating idea, but its effectiveness is reinforced by the research they present in the book, which I highly recommend you read for additional advice.

TOOL: Maternity Leave Mentor's advice-by-phone service can help you identify ways to increase your negotiating leverage.

TACTIC: This *collaborative approach* should also be part of your proposal presentation. Set a meeting time to discuss your maternity leave plan. Then provide your boss with a copy of the proposal at the meeting. Provide an oral or one-page executive summary statement and then give him or her several minutes to read the more detailed proposal. Engage in discussion. Elicit concerns. Answer questions. Reply to objections. In other words, negotiate! Negotiate the terms and conditions you've outlined. While it's important to have an ideal outcome in mind, be prepared for the give-and-take of the negotiation process. That means having a list of fall-back options ready to discuss.

TOOLS: You'll find scripts for certain aspects of your negotiation in the Appendixes. Those scripts are especially useful for keeping the negotiation going if you face resistance to the maternity leave terms you're requesting.

TACTIC: Here's a tip from another negotiation expert: "An essential element of collaborative negotiating is to come up with an exhaustive list of possible solutions. You can then identify all those that satisfy the interests of all parties and choose from among them. Generating such a list should be part of your preparation."¹

TOOL: [Use a Maternity Leave Mentor Free Call](#) to help you develop a list of options.

TACTIC: Build Confidence to Ask Through Practice, Practice, Practice

Research shows that improving your sense of control over the negotiation process improves performance.²

TASK: Practice your presentation and responses to foster a sense of control. Work with a trusted colleague or a friend and rehearse—not once, but several times—over a period of days, if possible. Each time you do, you will build your confidence to engage in the negotiating process.

Role-play can seem corny or contrived and you will be tempted to skip this step. Don't! Practice is part of preparation. Preparation builds confidence. Confidence improves performance. Performance improves outcome, i.e., a surpass-the-policy maternity leave.

Practice sessions also help you identify the situations which will cause you anxiety or stress during the negotiation with your boss.³ You and your practice partner can then discuss ways for you to deal with those situations, or you'll find that the practice session themselves relieve the related stress.

What to Do If You're Still Nervous About Asking for a Max Maternity Leave

Recognize that being nervous about negotiating is normal, just as when you ask for a raise. What to do? Accept it as part of the process and do it anyway. Practice first!

¹ Lee E. Miller and Jessica Miller, *A Women's Guide to Successful Negotiating* (McGraw-Hill, 2002), 112

² Linda Babcock and Sara Laschever, *Women Don't Ask* (Princeton University Press, 2003), 144

³ *Ibid.*, 143

Max Maternity Leave Appendixes are located on the WorkOptions website. The links are noted below after a short preview of each Appendix.

APPENDIX A — NEGOTIATE SUPPLEMENTARY LEAVE TIME

After presenting *supplemental leave* as part of your proposed total length of leave, your manager may inquire, “What is this *supplemental leave*?” Reply with something like, “That’s the portion of my maternity leave that I’d like to focus our discussion on.” Then move into your prepared opening lines of negotiations.

Your manager may not ask about *supplemental leave* specifically but instead challenge you on the total number of weeks you’ve requested: “I can’t have you gone for 16 weeks!” **What can you say in response? Find out here:**
<http://workoptions.com/maternityleave-more-time-off.htm>

APPENDIX B — LONGER PAID MATERNITY LEAVE: IS IT POSSIBLE?

Is it possible to get paid during the supplemental leave segment of your maternity leave? Everything is negotiable and anything is possible. For example, over the years, I’ve occasionally heard from WorkOptions Proposal Package users who negotiated a four-day (32-hour) workweek *without* a reduction in their full-time pay.

There are 3 conditions that foster a favorable outcome, besides your negotiating savvy. **Find out what they are here:** <http://workoptions.com/maternityleave-paid.htm>

APPENDIX C — MATERNITY LEAVE WORK COVERAGE IDEAS

A lengthy *supplemental leave* is easier to negotiate when the WORK COVERAGE portion of your proposal is done thoroughly. In fact, *it's the centerpiece* of your negotiating strategy for a maternity leave because it answers the question your manager wants addressed: *How will your job get done while you're away?*

Have a trusted colleague or mentor review your WORK COVERAGE plan before presenting it to your manager. Aim to identify gaps and possible break-downs. Ask friends outside of work to offer ideas. They’re not hampered by preconceived ideas about how the work gets done and may have some original suggestions.

In all your WORK COVERAGE planning, be diligent and thorough. Let me emphasize again that it is the centerpiece of your negotiating strategy and a successful maternity leave. **Start with the nine WORK COVERAGE IDEAS in Appendix C found here:**
<http://workoptions.com/maternityleave-work-coverage.htm>

APPENDIX D — RETURN TO WORK: TRANSITION PHASE

As noted earlier, women often assume that they are stuck with their circumstances. As a result, they don't even *think* to ask for something different than the status quo. They don't see the possibilities. How can they propose options if they don't even see them?

I stress the importance of creative options and negotiating because I believe too many employed pregnant women in the United States are missing opportunities to forge an adequate solution to their situation. Not ideal, but at least better than the status quo.

Do any of these scenarios match your situation?

***Scenario 1:** You're eligible for 12 weeks of leave under the Family & Medical Leave Act (FMLA), but you can't afford the unpaid weeks that remain after your paid time off runs out. However, you can afford to work part-time, temporarily, before returning to a full-time schedule.*

***Scenario 2:** Your small-sized employer doesn't fall under FMLA or state law requirements, yet has a maternity or disability leave policy that allows only six weeks of leave. Or maybe your employer has no policy but has agreed to give you some number of weeks of partially-paid leave. Your family budget still requires full-time work in the long-term, however you can afford to work part-time, temporarily, before returning to a full-time schedule.*

***Scenario 3:** Regardless of your FMLA eligibility or length of leave, your desired plan to return to work full-time includes a temporary transition phase of performing some of your duties from home. Note: If you prefer long-term (not temporary) telecommuting, omit this RETURN TO WORK: TRANSITION PHASE and go to RETURN TO WORK: LONG-TERM PLAN on the next page.*

You have options! Get language to use for each of these scenarios in the optional section of your proposal labeled RETURN TO WORK: TRANSITION PHASE, if you plan to propose one. Find it here: <http://workoptions.com/maternityleave-transition.htm>

APPENDIX E — HOW TO RETURN TO WORK PART-TIME UNDER FMLA

Reduced leave schedule is a little-known provision of FMLA that may allow you to follow your maternity leave with a temporary part-time schedule.

Under FMLA, you may be able to take your initial six weeks of full-time-off maternity leave, then follow it with a temporary part-time schedule before you return to a full-time schedule. You could call it your customized phase-back-to-work plan.

Find out how it works here: <http://WorkOptions.com/maternityleave-FMLA.htm>

APPENDIX F — FLEXIBLE RETURN TO WORK: LONG-TERM PLAN

Lots of professionals who become new moms blend their career and family lives with a flexible work arrangement after maternity leave. If that's a part of your plan, include it in your maternity leave proposal.

Get suggested language to use in the RETURN TO WORK: LONG-TERM PLAN section of your maternity leave plan for each of the following work options:

- Telecommuting
- Compressed Workweek
- Part-time
- Job Sharing

Find it here: <http://workoptions.com/maternityleave-return-to-work.htm>

By the way, are you thinking of quitting your job to become a work-at-home mom?

Leaving your job and full-time income to start a home business is a big leap (like cliff-diving!), so consider blending part-time hours and a home business as a way to transition between traditionally-employed work and self-employed work. [Here are details about WorkOptions' Part-time Proposal Package.](#)

[Maternity Leave Mentor](#) is for new moms as well as pregnant professionals. So if you want negotiation support by phone for a flexible work arrangement strategy, check it out.

Maternity Leave Mentor
advice by phone for pregnant professionals and new moms

NO NEED TO RETYPE YOUR MAX MATERNITY LEAVE PROPOSAL

Use the easy-edit .doc version of the Max Maternity Leave found here:
<http://workoptions.com/max-maternity-leave-proposal.doc>

PLEASE TELL ME YOUR MAX MATERNITY LEAVE SUCCESS STORY

Email me. I especially love to hear from new moms. [mail to:pat@workoptions.com](mailto:pat@workoptions.com)

All your children shall be taught by the LORD, And great shall be the peace of your children. Isaiah 54:13 (NKJV)

About the Author, Pat Katepoo

Motivated by a desire to help working mothers carve out more time for their families, Pat Katepoo started her flexible work options advisory service in 1993. That year, she wrote the first version of the *WorkOptions Proposal Package*, formerly known as *Flex Success*.

Through her WorkOptions website—online since 1997—and her popular eBooks, she has helped thousands of working mothers and others successfully negotiate telecommuting, compressed workweek, part-time and job sharing arrangements. Her *Proposal Packages* for flexible work have sold to customers in all 50 US states and more than 25 countries.

Pat first developed *Max Maternity Leave* in 2003, which has since proven to get new moms better-than-policy maternity leaves. To offer even more support during this crucial time, she developed the Maternity Leave Mentor website in early 2010.

She also wrote the [*Get a Raise Workbook for Women*](#), a proven pay raise tool.

Pat's advice has been featured in *Fit Pregnancy*, *Parents*, *BusinessWeek*, *The Wall Street Journal*, *Smart Money*, *BusinessWeek*, *US News & World Report* and several other major publications. WorkOptions.com has been mentioned as a resource in more than 40 books, including *Balancing Pregnancy & Work*, *Working Mom's 411: How to Manage Kids, Career and Home* and *The Parent's Guide to Family-Friendly Work*. Pat was also the featured expert on a special *NBC Nightly News* segment on flexible work arrangements.

**Published by Work Options, Inc.
dba WorkOptions.com
Kaneohe, HI USA
9th Edition June 2010**

Max Maternity Leave is a trademark of Work Options, Inc.

The purpose of this publication is to inform and educate. The author and Work Options, Inc shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to be caused, directly or indirectly by the information contained in this document.

(NIV) Scripture taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION®. Copyright © 1973, 1978, 1984 International Bible Society. Used by permission of Zondervan. All rights reserved.
(NKJV) Scripture taken from the New King James Version. Copyright © 1982 by Thomas Nelson, Inc. Used by permission. All rights reserved.