



## 2023 Maternity Leave Transition Planning Program

To help accommodate the transition of an employee going on maternity leave, before and after the employee completes their **16 weeks** of maternity leave, *Standard Motor Products* will allow managers the option to create a Transition Planning schedule, *if needed*.

This program is designed to help ease the transition of the employees' duties to the department pre-leave and a smooth transition back post-leave.

Per manager and employee's mutual agreement, develop a transition plan that allows flexibility for the employee while meeting the business's needs.

### *Transition Plan:*

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Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature \_\_\_\_\_ Received Date: \_\_\_\_\_

*Notes:* \_\_\_\_\_

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