

Request combining leave with flexible work options

Subject: Maternity Leave and Flexible Work Arrangement Request

Dear [Manager's Name],

I am pleased to inform you that I am expecting a baby with a due date of [Date]. I would like to discuss my maternity leave plans and explore potential flexible work arrangements that would benefit both my family and the company.

I propose taking [Number] weeks of traditional maternity leave immediately following the birth, followed by a gradual return to work with [Specific arrangement - remote work/part-time/flexible hours] for an additional [Time period]. This approach would allow me to maintain productivity while adjusting to new parent responsibilities.

I believe this arrangement could be mutually beneficial as it would retain my institutional knowledge and maintain continuity on my current projects, including [Specific projects]. I am confident that I can maintain high performance standards while working under this flexible arrangement.

I would welcome the opportunity to discuss this proposal in detail and work together to create a plan that meets both company needs and my family obligations. I am open to adjusting this proposal based on business requirements.

Thank you for considering this request. I look forward to our discussion.

Respectfully,

[Your Name]

[Position]

[Date]

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