

Request for phased return to work schedule

Subject: Request for Extended Maternity Leave with Gradual Return Option

Dear [Supervisor's Name],

I hope this email finds you well. As my original maternity leave end date of [date] approaches, I would like to discuss extending my leave while also proposing a gradual return-to-work arrangement.

After careful consideration of my family's needs and my own readiness to return to full-time work, I believe a phased approach would be beneficial for both my family and our team. I am proposing the following arrangement:

Week 1-2: Work from home, 2-3 days per week (15-20 hours)

Week 3-4: Work from home, 3-4 days per week (25-30 hours)

Week 5-6: Return to office part-time, 4 days per week

Week 7+: Resume full-time schedule

This gradual transition would allow me to maintain my childcare arrangements while slowly readjusting to work responsibilities. I believe this approach will ultimately result in better performance and reduced stress for everyone involved.

I am flexible with the specific timing and details of this arrangement and would welcome the opportunity to discuss how we can make this work within our team's needs and company policies.

Thank you for considering this request. I look forward to our discussion and to contributing to our team's continued success.

Best regards,

[Your Name]

[Position]

[Phone/Email]

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