

Parental Leave

Before Leave:

1. Read through our leave policy. [HERE](#)
2. Set up your [Aidora](#) account to submit your leave (this is required for all leaves). To create your account, enter your Nourish email address, a link will be sent for you to login.
 - a. Leaves are not visible to the People team until you hit submit on your leave request, so feel free to change dates, and edit your leave to see what timeline works best for you!
3. Fill out any requested documentation from Aidora, these notifications will be sent to your Nourish email.
4. Paid time off can be taken following the time period that Nourish is covering your potential wage replacement.
 - a. Please note that if you take PTO during the any weeks when Nourish is paying your parental bonding leave pay, the PTO amount will be deducted as you cannot receive more than 100% of your average pay over those weeks. Any additional leave time taken will be unpaid.

Portal Set-Up:

1. 3-4 weeks before your leave, disable your “allow initial new appointments” setting and notify your existing patients of your upcoming time away.
 - a. Any patients that want to be transferred to a specific Dietitian you can move them over, for the rest, feel free to use the transfer tool. All patient transfer information can be found [here](#).
 - i. Patients that have not been transferred will receive an automated email from our Support team 1-2 weeks prior to your anticipated leave date.
 - ii. For patients being transferred before your parental leave, you can let them know they will have the option to continue working with you upon your return or to remain with the dietitian they are currently seeing. The CX team will reach out to them about a week before your return, with the option to switch back to your care.
 - b. If your leave begins earlier than expected, please email people@usenourish.com and we'll take care of changing / canceling appointments and contacting your patients as well as updating settings for you.
2. Block your schedule for your time away. Calendar set up information [here](#).

During Leave:

1. Enjoy time with your new bundle of joy!
2. Confirm your birthing date in Aidora.
3. If you are eligible for paid leave:
 - a. Send any State Approved Payments and STD Payments you are receiving to people@usenourish.com so your wage replacement can be calculated. Payments cannot be calculated and paid out until this information is received.
 - i. Please note that wage replacement does not mean an additional 100% of your wages will be paid out. Instead, it ensures you receive a total of 100% wage replacement when combined with state programs or short-term disability (STD) benefits. This calculation is based on your average earnings over the past 24 weeks.
4. Reach out to people@usenourish.com two weeks before your return to confirm your return date.

Returning from Leave:

1. Portal Action Items:
 - a. Edit/Delete any blocks to ensure you are open to new appointments.
 - b. Enable "allow initial new appointments" if you wish to have new patients added to your schedule.
 - c. Confirm your availability is still correct and adjust as needed for your new routine.
 - d. Reminder: We will send an automatic email to your past patients to notify them about 1 week prior to your return and give them the opportunity to transfer back to you if they scheduled with another dietitian during your leave.
2. Optional: Set up time with your CQM to cover any updates and changes while you were away. Your CQM is a great resource for any questions about ramping up your caseload once returning as well!
3. For Full-Time Dietitians: We're here to support you when you return from leave. We offer a grace period to help you gradually increase your caseload back to the weekly average of 15.

Further Questions?

Reach out to Support@usenourish.com for any calendar and patient transfer questions.

Reach out to people@usenourish.com for any questions about our leave policy, Aidora and more!