

How to use the Return from Parental Leave and Lactation Support Template in DocuSign

This Job Aid will instruct you on how to use the **Return from Parental Leave and Lactation Support Template** in DocuSign. This document must be sent to any employee who is returning from parental leave and may be lactating. We suggest you send this form no later than three weeks before the employee's anticipated return date.

The form does several important things:

- Confirms the date the employee is expected to return to work;
- Provides the employee with a copy of [Columbia's Lactation Policy](#), which we are required by law to distribute to employees returning to work following the birth of a child;
- Provides the employee with a map of lactation rooms on Morningside, Manhattanville and CUIMC.

Under Columbia policy, employees may take reasonable breaks throughout the day/shift to express milk. For up to three years following the birth of a child, the first 30 minutes of each break will be paid. Because of this, the DocuSign form you are sending asks the employee to provide their proposed lactation schedule, with the understanding that this schedule is subject to change.

To complete the form, you will need to provide key pieces of information including the employee's:

- Name and UNI;
- Home or Cell Phone Number;
- Department Name;
- Manager/Supervisor's Name;
- Department Human Resources Contact and their UNI;
- The employee's anticipated return date.

In consideration of the employee's privacy, the completed form will only be shared with the departments that need to be aware of the information provided by the returning employee.

Please note that any Columbia Administrator with TBH access in PAC can use this template to send a DocuSign envelope. Regardless of who sends the envelope the workflow will rout first to the "Departmental Administrator" before being routed to the "Employee" returning from parental leave. Only the initiator (sender) will receive notice at each step in the workflow but all recipients will receive notice when the document is completed. Each recipient can then access a completed copy of the document upon logging into DocuSign via the link provided in their notification email.

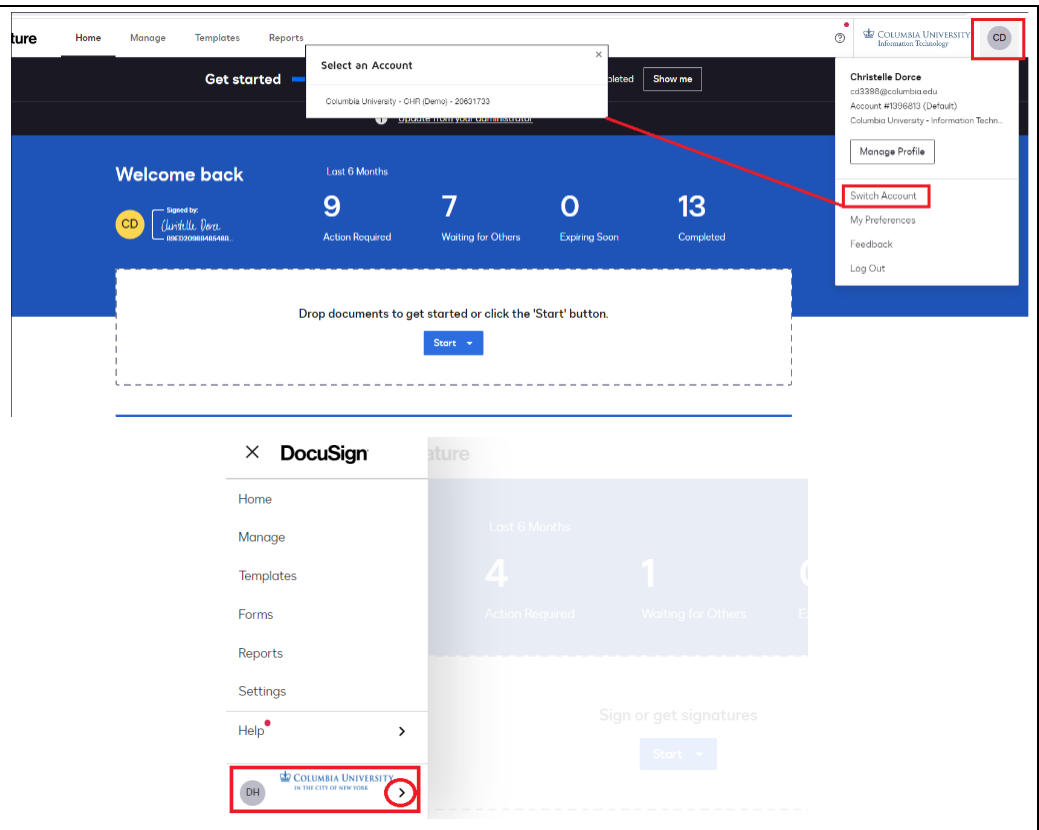
If you are not familiar with navigating within the CUHR DocuSign account, Steps 1-3 below will help you get into the system and locate the CUHR-provided templates available for your use.

DocuSign: <https://account.docusign.com/>

Additionally, DocuSign provides a set of video guides to help you navigate the system. Please review the training resources available at: https://support.docusign.com/s/document-item?language=en_US&rsc_301=&bundleId=ulp1643236876813&topicId=ezn1578456259592.html& LANG=enus

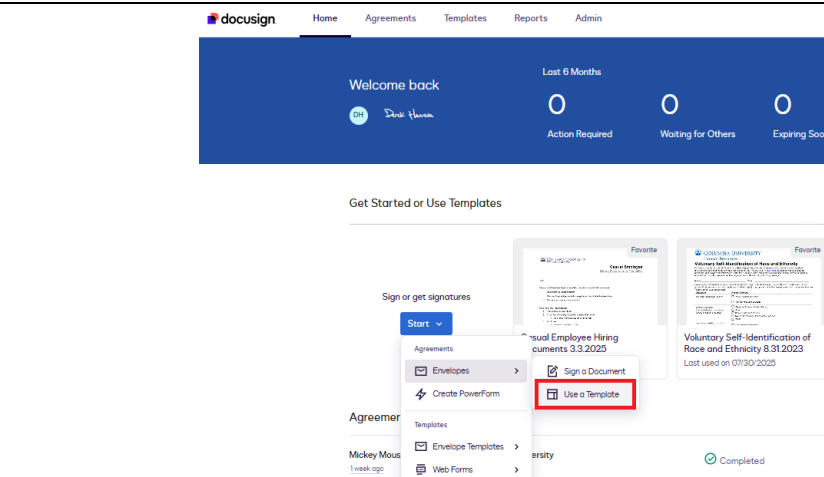
Step 1: Log into DocuSign

- Using your desktop (do not use a mobile device) go to: <https://account.docusign.com/>
- Log in using your uni@columbia.edu email.
- Switch to the CUHR account if you are not already in it:
- Click the icon containing your initials located on the top-right corner of the screen to access the menu, then click on “Switch Account.”



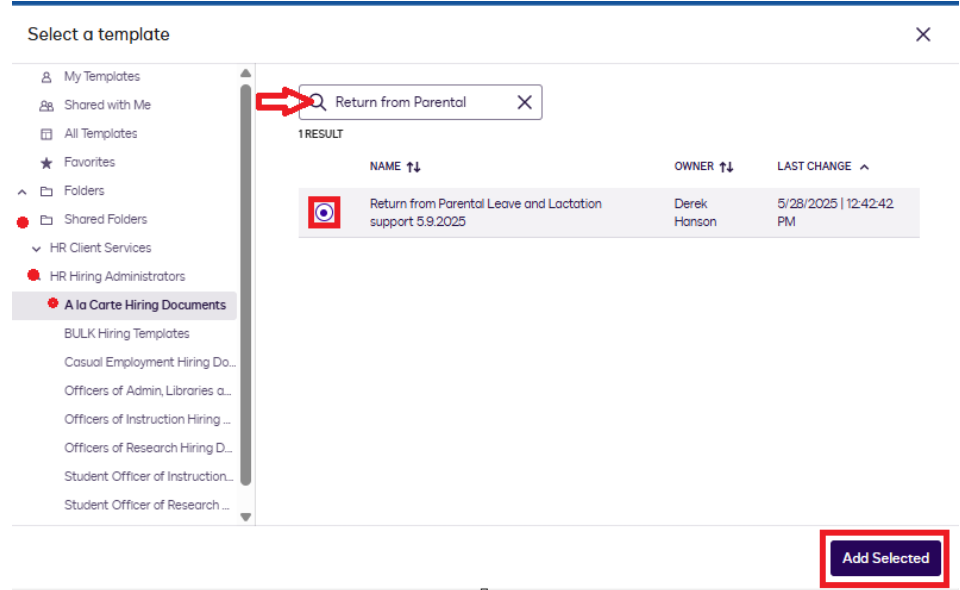
Step 2: Start with a Template

- From the homepage, click the down arrow next to **Start** and select **Envelopes** > **Use a Template**.



Step 3: Locate the "Return from Parental Leave and Lactation Support" Template

- In the **Template Library**, select **SHOW MORE>** Shared Folders > HR Hiring Administrators > A la Carte Hiring Documents.
- Search for and select the template entitled: "Return from Parental Leave and Lactation Support"
- Click **Add Selected**.



Select a template

My Templates
Shared with Me
All Templates
Favorites
Folders
Shared Folders
HR Client Services
HR Hiring Administrators
A la Carte Hiring Documents
BULK Hiring Templates
Casual Employment Hiring Do...
Officers of Admin, Libraries a...
Officers of Instruction Hiring ...
Officers of Research Hiring D...
Student Officer of Instruction...
Student Officer of Research ...

Return from Parental

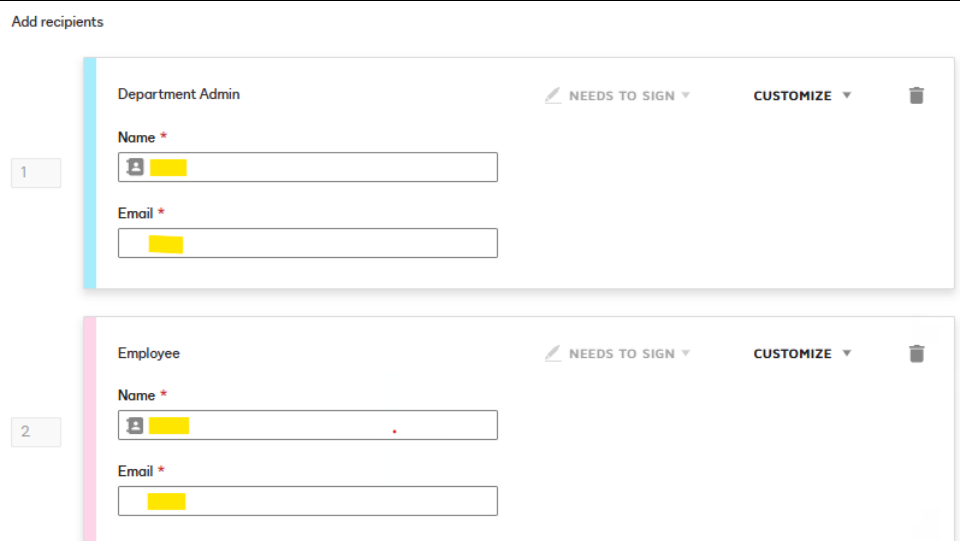
1 RESULT

NAME ↑↓	OWNER ↑↓	LAST CHANGE ^
 Return from Parental Leave and Lactation support 5.9.2025	Derek Hanson	5/28/2025 12:42:42 PM

Add Selected

Step 4: Add Recipient Info

- Enter the name and email address for the Department Administrator and the returning employee. The email addresses for the offices of Leave Management, HR Compliance and Work/Life are pre-filled. Please do not make any changes to those recipients.



Add recipients

1

Department Admin

NEEDS TO SIGN

CUSTOMIZE

Name *

Email *

2

Employee

NEEDS TO SIGN

CUSTOMIZE

Name *

Email *

Step 5: Email Message

- **Leave the email subject line and default messages AS THEY ARE.** Once the employee information has been added, scroll to bottom of document. You can:
 - 1) Select the **Send** button to send the document now
 - 2) Select the down arrow next to the send button to schedule the envelope to **Send Later**.
 - 3) Click the **X** in the top left corner to close the envelope and you will be prompted to **Save and Close**. If you choose this option you can return later to the draft folder to finish and send the envelope.
 - 4) To **preview** the document you are sending, click on **Advanced Edit**.

☒ Custom email and language for each recipient

To: Department Administrator

Email Language *
English (US)

Email Subject *
Complete with DocuSign: Return from Parental Leave and Lactation supp...

Characters remaining: 16

Email Message
Please review and complete the attached document regarding Columbia University's Lactation Support Policy before sending it on to the employee.

Characters remaining: 9763

To: Employee

Email Language *
English (US)

Email Subject *
Complete with DocuSign: Return from Parental Leave and Lactation supp...

Characters remaining: 16

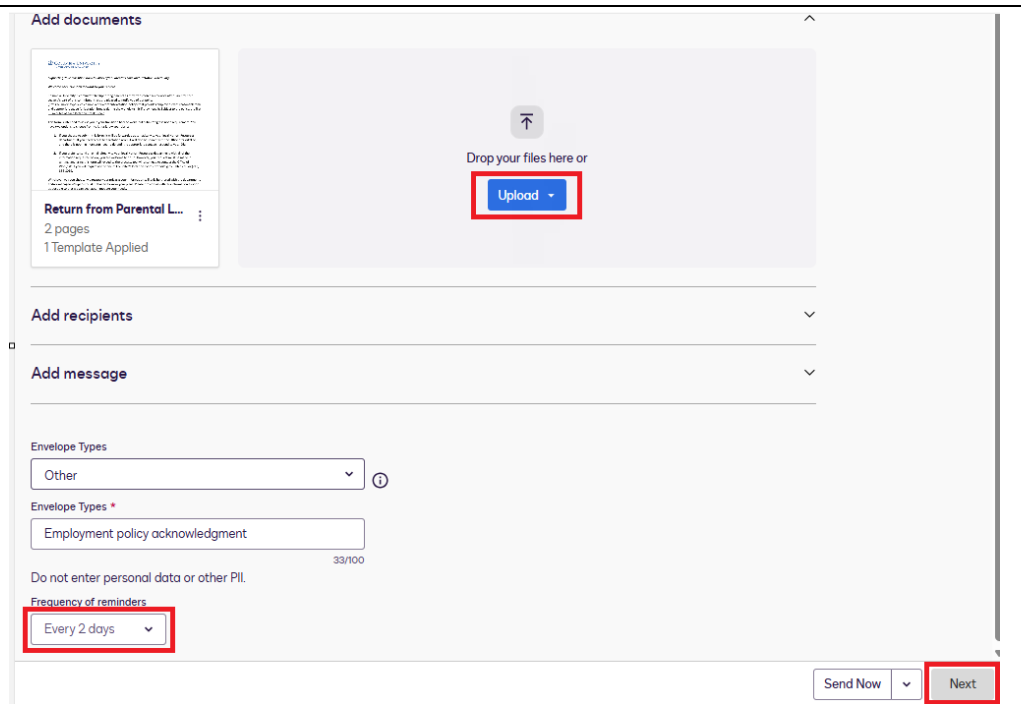
Email Message
Dear [[RecipientName]].
Welcome back! We look forward to your return!

Characters remaining: 9822

Advanced Edit Send

Step 5: Advanced Edit to Set frequency of reminders, add additional documents and Preview envelope

- Review the frequency of reminders (the default is every 2 days).
- In the bottom right corner Click **Next** to move to preview the envelope before sending.



Add documents

#Signatures: 1

Return from Parental L...
2 pages
1 Template Applied

Add recipients

Add message

Envelope Types
Other

Envelope Types *
Employment policy acknowledgment

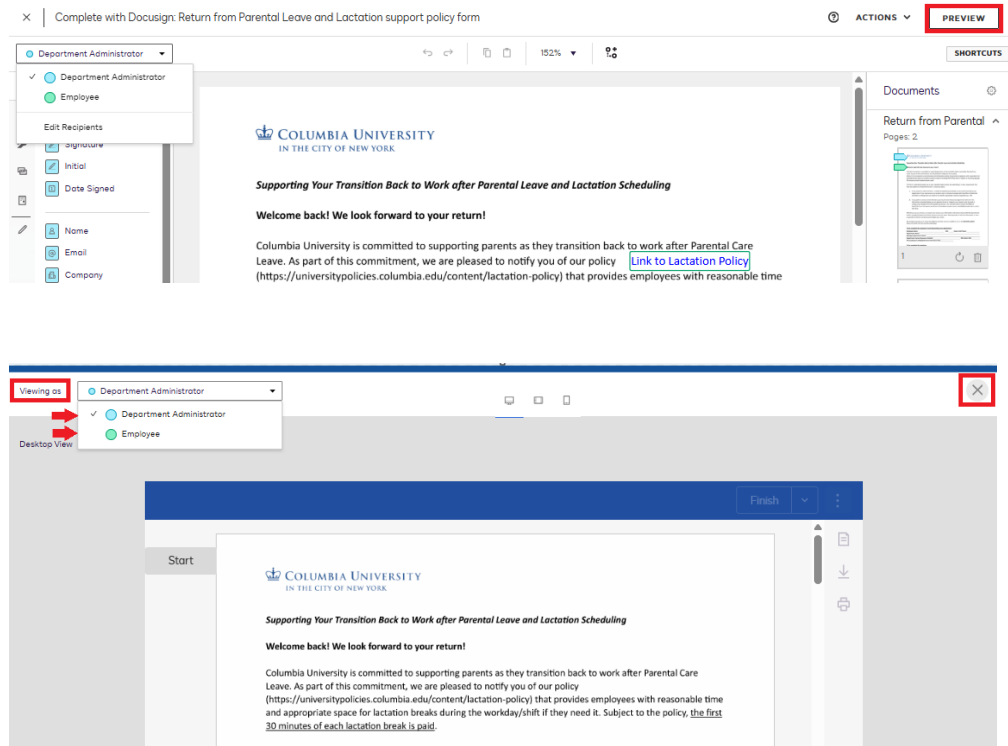
Do not enter personal data or other PII.

Frequency of reminders
Every 2 days

Send Now Next

Step 6: Preview

- Click **Preview** (top right).
- Review the document. This is what the employee will receive.
- Click Start to view the form as the employee selected under "Viewing as" will see it. This feature allows you to preview the full user experience from each of the recipients' perspectives.
- Close the preview by clicking the **X** in the top right corner when done.



Complete with Docusign: Return from Parental Leave and Lactation support policy form

ACTIONS PREVIEW

Department Administrator

✓ Department Administrator
● Employee

Edit Recipients

Signature
Initial
Date Signed

Name
Email
Company

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Supporting Your Transition Back to Work after Parental Leave and Lactation Scheduling

Welcome back! We look forward to your return!

Columbia University is committed to supporting parents as they transition back to work after Parental Care Leave. As part of this commitment, we are pleased to notify you of our policy [Link to Lactation Policy](https://universitypolicies.columbia.edu/content/lactation-policy) (<https://universitypolicies.columbia.edu/content/lactation-policy>) that provides employees with reasonable time

Viewing as: Department Administrator
✓ Department Administrator
● Employee

Desktop View

Start

COLUMBIA UNIVERSITY
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Welcome back! We look forward to your return!

Columbia University is committed to supporting parents as they transition back to work after Parental Care Leave. As part of this commitment, we are pleased to notify you of our policy [Link to Lactation Policy](https://universitypolicies.columbia.edu/content/lactation-policy) (<https://universitypolicies.columbia.edu/content/lactation-policy>) that provides employees with reasonable time and appropriate space for lactation breaks during the workday/shift if they need it. Subject to the policy, the first 30 minutes of each lactation break is paid.

Finish

Step 7: Send the Document

- After finalizing and reviewing all settings, click **Send** (bottom right) or click the Arrow next to send to Select **Send Later** where you can choose a date in the future when you want the envelope to send.
- If you assign yourself as the Department Administrator, a pop-up window will appear. Click **Sign Now**
- Once the Department Administrator has completed their assigned fields, you'll receive:
 - An email confirmation when the employee opens the DocuSign document.
 - Another confirmation when the employee signs the DocuSign document.




Step 8: View Completed Document.

- After the entire workflow has been completed each recipient will receive a notification email. This email will have a link guiding them to view a completed copy of the document in DocuSign.
- In DocuSign each recipient can view and/or Download the Document in their inbox.



Your document has been completed



VIEW COMPLETED DOCUMENT

Start ▾

Shared Access ▾

ENVELOPES

Inbox

Sent

Completed

Action Required

Inbox

X
 Last 6 months ▾ Completed ▾ Sender ▾ Advanced search ▾ Clear

NAME	STATUS	LAST CHANGE ▾
☐ Complete with DocuSign: Return from Parental Leave and Lacta... To: Derek Hanson, Agnetha Jacob-Chen +3 more	 Completed	5/15/2025 09:53:29 pm Download ⋮
☐ Complete with DocuSign: Return from Parental Leave and Lacta... To: Derek Hanson, Agnetha Jacob-Chen +3 more	 Completed	5/9/2025 02:18:27 pm Download ⋮