

**Managing Work Life Balance and Being Resilient**  
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# Career Pathways

Beginning

Experienced  
Professional

Concluding

## WORK

events

## LIFE

events

*Senior Leadership*

*Patents*

*Management*

*Entrepreneur/Consultant*

*Publications*

*Promotions*

*Career Planning / **Job Transitions***

*Mentoring*

*Maternity Leave*

*Paternity Leave*

*Medical Leave*

***Personal Leave***

***FMLA***

*Employee Assistance*

*Outreach*

*Financial Plan and Personal Goals*

*Performance Goals*

*Teamwork*

*Graduate School*

*Employment Separation*

*Training/Development*

*Projects*

***Temporary Unemployment***

# Family Medical Leave of Absence Act of 1993

Job protected, unpaid leave from employer for up to 12 weeks a year for care of child, spouse, parent with serious health condition , birth or adoption of child ect.

<https://www.dol.gov/whd/fmla/employeeguide.pdf>

Example: Parent is diagnosed with terminal cancer. Needs assistance in daily activities such as transport to treatments, care resulting from chemotherapy and radiation.

## Process and Lessons Learned

1. Determine if your employer can offer FMLA.
2. Talk with your manager to understand the corporate FMLA process.
3. Create an account with FMLA administrator to download forms.
4. Have medical certification forms completed by Health Care Provider.
5. Return forms to FMLA administrator for approval.
6. Notify your manager of planned absences.
7. If a co-worker is covering your absence, communicate your work status.
8. FMLA can be taken continuously for all 12 weeks or intermittently.

# Personal Leave

Used to define absences that do not fall in the category of sick, medical or vacation time.

**Why is it offered?** It provides employers the opportunity to retain talent if they decide to return.

Example: Spouses' job relocates to another city.

## Process and Lessons Learned

1. Determine if your employer offers Personal Leave and what benefits may be offered.
2. Have a financial plan for your basic health and personal living expenses.
3. Create a contact list of your professional references.
4. Update your resume with your latest skills and accomplishments.
5. Make a plan to develop new skills during your leave by utilizing free on-line courses.
6. Remain current by reading on-line trade publications in your field.
7. Create a GitHub account for any technical projects created during Personal Leave.

# Job Transitions

Example: Your manager envisions your career in a position that doesn't match your short term goals.

## Process and Lessons Learned

1. Have annual dialogs with your manager discussing your goals and short term future.
2. If there is a mismatch in expectations, search for another internal job. ( ~ weeks to months )
3. Start a private search for external opportunities if internal postings are not a match.
4. Prepare for a technical interview. Ask others to review your resume and talk to references.
5. Give 2 weeks notice but be prepared to leave earlier if asked.
6. Understand when your benefits and stock options expire and the roll over options for 401k.
7. Send a “thank you” email to your colleagues before leaving.
8. HR may or may not have an exit interview and signing a non-disclosure is expected.

# Temporary Unemployment

Example: Restructuring after mergers and reduced corporate earnings may lead to downsizing. There may be voluntary and involuntary separation packages offered by a company to facilitate workforce reductions .

## Process and Lessons Learned

1. Read Separation Package to understand severance pay, redeployment services, expiration of benefits and stock options, COBRA option and 401k roll over time limit.
2. Start a public search for external opportunities and gather names of references.
3. Before leaving send a thank you email to your colleagues with your contact email.  
“After X years with Y, today is my last day. I want to thank ....”
4. Register at the State’s Unemployment Benefits. <https://twc.texas.gov> -> **Unemployment Benefits**
5. If you are eligible for unemployment benefits, there will be requirements.
  - attend redeployment training at a county facility
  - upload resume to state workforce site
  - submit weekly work search logs which record job applications from **LinkedIn, Indeed, WORKinTEXAS** , ect.
  - you do not need to relocate to another city but be prepared to accept a reduced salary and a position as a contractor

Weekly unemployment benefits are calculated using a defined formula based on your salary up to a maximum amount allowed by the state. In Texas, the maximum weekly benefit is ~ \$465 a week for 26 weeks. It is good practice to build an emergency savings account to cover several months of living expenses when you start your career.

# Corporate Cultures at Large Size Companies

## CORE VALUES

Facebook: *Be Bold, Focus on Impact, Move Fast, Be Open, Build Social Values*

Microsoft: *Respect, Integrity, Accountability*

Intel : *Quality, Risk Taking, An Inclusive Great Place to Work, Discipline, Customer Orientation, Results Orientation*

## Best Practices

**Best Known Methods** = procedures that are considered most effective in a business.

## Team Dynamics

- Work areas are becoming less private. Shorter cubicles and shared work spaces are frequently used to promote interaction on teams.
- Be respectful that your colleagues in surrounding cubicles are also working.

Use dedicated conference and team rooms for planned meetings with colleagues.

Take private calls in an area away from cubical and common workspaces.

## Performance Plan End of Year Review

- At the beginning of the year, a performance plan is created with input from your manager. ( goals, who you will work with, mentoring, training)
- The objectives of the performance plan may align with the organizations' Core Values.
- Schedule a mid-year meeting with your manager to track progress on your plan.
- Document your accomplishments for each part of your performance plan in PowerPoint, Word, Excel to be uploaded to your on-line HR performance record.
- Keep a daily technical journal with meeting summaries.
- At the end of the year, you may write a self-assessment and your manager may write a review.
- Some organization require that end of year reviews be signed by both the manager and employer. There is an option to disagree and petition to the next level of management.