

IF YOU ARE TRANSITIONING ON THE JOB

YOU! When making decisions about transitioning at work, it is important to think of all the different steps that you would like to take in order to create a supportive and workable plan. Once established, the plan should not be considered an immovable timeline; you should be able to revisit and modify it with your employer as you go through the process.

THINK OF ALL THE DIFFERENT STEPS THAT YOU WOULD LIKE TO TAKE IN ORDER TO CREATE A SUPPORTIVE AND WORKABLE PLAN.

SOME QUESTIONS TO CONSIDER WHILE CREATING YOUR TIMELINE

WHEN TO SHARE DECISION?

At what point would I like to make this decision public?

TELL ANYBODY PERSONALLY?

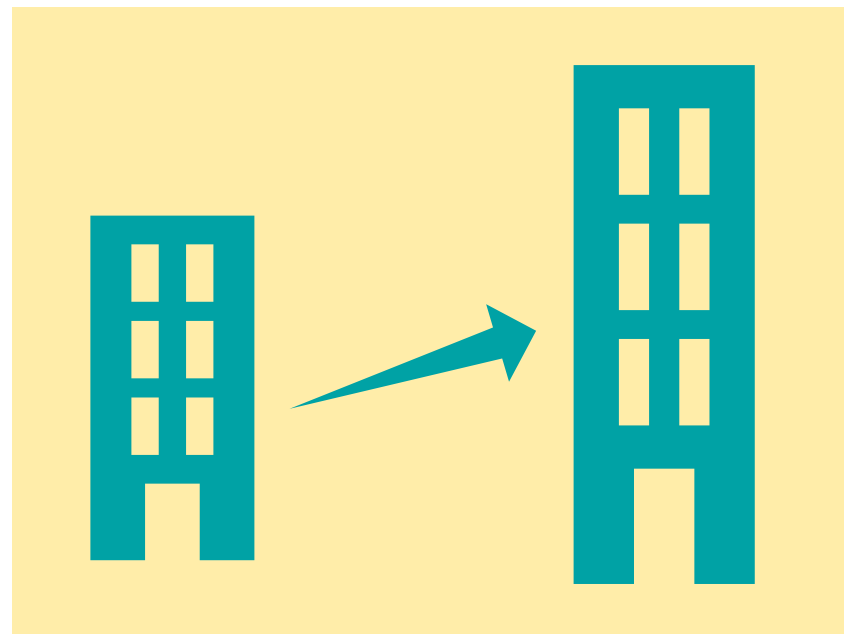
Are there co-workers, clients, or other people that I would like to tell personally?

ANNOUNCE YOUR DECISION?

How would I like to announce my decision to transition?

TAKING TIME OFF?

Will I be undergoing any procedures that require me to take a leave of absence from work? When might I want to do this?



IF YOU WOULD LIKE TO MOVE WORK LOCATIONS

your manager must do their best to transfer you to a similar role within an appropriate distance. After moving locations, your privacy and confidentiality must be respected.

It is your decision to discuss your transition or identity at the new location.