

# 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?

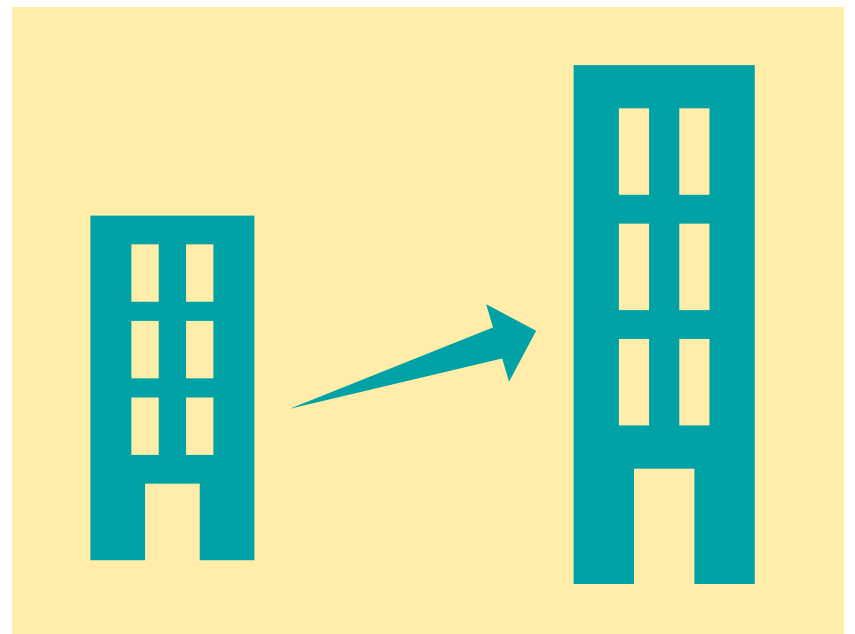
Are there co-workers, clients, or other people that I would like to tell personally?

### 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.