

Parental Leave Policy

Maternity Leave

The maternity leave policy at _____ is the same as the paid time off policy for sick days or short-term disability. The employee will get _____ weeks off work, with pay scaled on the following basis:

: _____

: _____

: _____

All benefits will continue to be paid during the entirety of the maternity leave.

A temporary or new employee is not eligible for paid leave but may be eligible for _____ weeks of unpaid leave.

If both parents of the child work at _____ then they may divide the maternity leave weeks between them as they see fit and clear the schedule with the HR department prior to going on leave.

If the employee wishes to use paid vacation time before using maternity leave, it is up to her to clear the hours with _____ at HR prior to going on leave.

Return to Work

The employee will be expected to return to work at full or reduced hours as cleared by HR, for at least {number} months and performing the same duties unless otherwise restricted by a doctor.

If medical complications arise after the mandatory _____ weeks of maternity leave and the employee is unable to return to work, she may apply for disability leave instead.

Nondiscrimination

No employee shall be discriminated against in the workplace for planning a pregnancy, being pregnant or having a child. Any employees who feel discriminated against or harassed due to pregnancy are encouraged to file a report to _____ at _____.

For more information, please contact:

