

Paid Leave Paternity Policy Template

ABC Company provides paternity leave for adoptive and natural fathers/ partners as a benefit of employment here. To be eligible for these benefits:

- *You must have worked full time for ABC Company for a minimum of 12 continuous months.*
- *You are in good employment standing with ABC Company (i.e. not on probation).*
- *We ask that you request leave a minimum 30 days in advance if possible. If this is not possible, please place your request ASAP once you become aware of it.*

The benefits are as follows:

- *40% of your salary for the first 2 weeks of leave. (Another great option would be to include adding on extra benefits for tenure such as 40% for 12 months-36 months; 60% for 36 months-60 months; 80% for 60 months+)*
- *You may take your PTO & sick leave time that you have accrued/ kept, which are paid 100% of your salary amount.*
- *Total leave time should not exceed 8 weeks.*
- *We will continue to cover your health insurance premiums during your leave time given that you do return to work for ABC Company as previously agreed upon.*

Prior to leave, the employee and ABC Company will create a return to work plan that also includes the leave time. The employee will also communicate with ABC Company if the leave plan or return to work plan needs to change while on leave.