

Paid Maternity Leave Policy Template

ABC Company provides maternity leave for adoptive and natural mothers 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 4 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 use available/accrued PTO & sick leave time, which are paid 100% of your salary amount.
- You may request up to 4-8 weeks of additional unpaid leave.
- Total maternity leave time should not exceed 16 weeks.
- We will continue to cover your health insurance premiums during your maternity leave given that you do return to work for **ABC Company** as previously agreed upon.

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



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