

Unpaid 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:

- Up to 12 weeks of unpaid leave. (12 weeks is the same as FMLA; however, a range from 4-16 weeks is acceptable.)
- You may enroll in our short term disability policy that is provided and is at your (the employee's) expense.
- You may use available/accrued PTO & sick leave time, which are paid 100% of your salary amount.
- Total maternity leave time should not exceed 16 weeks.
- We will continue to cover your health insurance premiums during your leave time given that you do return to work for **ABC Company**. (This is an added benefit that has true value during unpaid leave.)

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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