**Unpaid Leave Paternity Policy Template**

<<Company Name>> (Company) provides paid paternity leave for adoptive and natural fathers/partners as a benefit of employment. To be eligible for this:

1. You must have worked full-time for the Company for a minimum of 12 continuous months.
2. You are in good employment standing with the Company (i.e., not on probation).
3. We ask that you request leave at least 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:

1. Up to X weeks of unpaid leave. (FMLA requires up to 12 weeks)
2. You may use any accrued/unused PTO and sick leave time (paid at 100% of your salary).
3. We will continue to cover your health insurance premiums during your leave time given that you return to work for the Company.

Bear in mind that your total leave time should not exceed X weeks. (NOTE: FMLA allows for up to 12 weeks.)

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

