

Paid Maternity Leave Policy Template

NOTE: Please make changes to the content in RED

<Company Name> (Company) provides paid maternity leave for adoptive and natural mothers as a benefit of employment.

To be eligible for these benefits:

- You must have worked full-time for the Company for a minimum of **XX** continuous weeks/months.
- You are in good employment standing (i.e., not on probation).
- If possible, you must request leave a minimum of 30 days in advance.

Paid maternity leave benefits are as follows:

- You will receive **XX%** (i.e., **80-100%**) of your salary for the first **XX** weeks of leave. *(NOTE: we recommend 4-6 weeks of company-paid leave)*
 - You may enroll in our short-term disability policy that is provided and is at your (the employee's) expense. (NOTE: disability must be taken prior to any paid PTO/sick or unpaid leave.)
 - You may use available/accrued PTO and sick leave time, which are paid at 100% of your salary amount.
 - You may request up to 4–8 weeks of additional unpaid leave.
 - Total maternity leave time should not exceed **XX** weeks. *(NOTE: FMLA law mandates a total of 12 weeks paid/unpaid.)*
- Your health insurance will continue during your maternity leave. Should you not return to work following your maternity leave, you may be subject to reimbursement of paid health insurance. *(NOTE: This can be paid in full by the company. If so, state this here—or it can be paid by the employee.)*

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