

# Unpaid Maternity Leave Policy Template

*NOTE: Please make changes to the content in RED*

<Company Name> (Company) provides 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.

The benefits are as follows:

- You are allowed up to **XX** weeks of unpaid leave as follows: *(NOTE: 12 weeks is mandated by FMLA; however, a range from 12–16 weeks is acceptable.)*
  - Short-term disability coverage (optional) must be taken first - prior to any paid or unpaid leave (paid at a percentage of your salary).
  - Any available/accrued PTO & sick leave time will follow disability coverage. This is paid at 100% of your salary amount.
  - Unpaid leave follows short-term disability and PTO/sick leave for the remaining leave time.
  - Total maternity leave time (paid/unpaid) should not exceed **XX** weeks.
- 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.