Maternity Leave Policy Template

Maternity Leave Policy

1. Purpose

This policy outlines [Company Name]'s maternity leave benefits and procedures to support employees during pregnancy, childbirth, and the postpartum period. We are committed to providing a supportive environment for expecting parents while maintaining compliance with applicable laws and regulations.

2. Scope

This policy applies to all female employees of [Company Name] who are expecting a child, including full-time, part-time, and contract employees who meet the eligibility requirements.

3. Eligibility

Employees are eligible for maternity leave benefits after completing [insert time period, e.g., 6 months/1 year] of continuous service with the company. Employees who do not meet this requirement may still be entitled to unpaid leave as required by law.

4. Leave Entitlement

4.1 Duration

Eligible employees are entitled to [insert number, e.g., 12-16] weeks of maternity leave

Leave may commence up to [insert number, e.g., 2-4] weeks before the expected delivery date

Additional unpaid leave may be available upon request and approval

4.2 Paid vs. Unpaid Leave

[Insert number] weeks of maternity leave will be paid at [insert percentage, e.g., 100%/75%/50%] of base salary

Any remaining leave will be unpaid, subject to applicable laws

Employees may use accrued paid time off (PTO) or sick leave to supplement unpaid portions

5. Notice Requirements

Employees should notify their supervisor and Human Resources of their pregnancy and intended

leave dates as early as possible, preferably at least [insert time period, e.g., 30-60] days before the anticipated start date. Notification should include:

Expected delivery date

Proposed leave start and end dates

Plans for work coverage during absence

6. Medical Certification

Employees may be required to provide medical certification from their healthcare provider confirming:

Expected delivery date

Any medical necessity for leave prior to delivery

Fitness to return to work following leave

7. Benefits During Leave

7.1 Health Insurance

Health insurance coverage will continue during maternity leave under the same terms as if the employee were actively working

Employees remain responsible for their portion of premium contributions

7.2 Other Benefits

Accrual of vacation/PTO may continue for paid leave periods as specified in company policy

Retirement plan contributions and matching will continue according to plan terms during paid leave

Employees will not accrue seniority or service credit during unpaid leave portions

8. Return to Work

8.1 Position Guarantee

Employees returning from maternity leave will be restored to their original position or an equivalent position with equivalent pay, benefits, and terms of employment

Employees should confirm their return date with Human Resources at least [insert time period, e.g., 2 weeks] before the scheduled return

8.2 Extension of Leave

Requests to extend maternity leave beyond the standard period must be submitted in writing to Human Resources at least [insert time period, e.g., 2-4 weeks] before the scheduled return date

Extensions are subject to approval and may be granted as unpaid leave

8.3 Flexible Return Options

Employees may request flexible work arrangements upon return, such as reduced hours, remote work, or adjusted schedules

Such requests will be considered on a case-by-case basis depending on business needs and position requirements

9. Lactation Support

[Company Name] provides private, non-bathroom space for nursing mothers to express breast milk during working hours. Reasonable break time will be provided for this purpose as required by law.

10. Coordination with Other Leaves

Maternity leave may run concurrently with other available leaves including:

Family and Medical Leave Act (FMLA) leave (if applicable)

Short-term disability benefits

State-mandated pregnancy disability leave

Other applicable statutory leaves

11. Compliance with Laws

This policy is designed to comply with applicable federal, state, and local laws including but not limited to:

Family and Medical Leave Act (FMLA)

Pregnancy Discrimination Act (PDA)

Americans with Disabilities Act (ADA)

State and local pregnancy and parental leave laws

Where state or local law provides greater benefits or protections, those laws will apply.

12. Non-Discrimination

[Company Name] prohibits discrimination or retaliation against employees who take maternity leave or request accommodations related to pregnancy, childbirth, or related medical conditions.

13. Contact Information

For questions about this policy or to initiate maternity leave, please contact:

Human Resources Department: [email/phone]

Benefits Coordinator: [email/phone]

14. Policy Review

This policy is subject to change at the company's discretion. Employees will be notified of any material changes. This policy was last updated on [Date].

Acknowledgment

I acknowledge that I have received, read, and understand the Maternity Leave Policy. I understand that it is my responsibility to comply with this policy and to direct any questions to Human Resources.

Employee Signature: _____ Date: _____

Employee Name (Print): _____

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