

Maternity Leave Policy Template

Maternity Leave Policy

1.PURPOSE:

- 1.1. To standardize the processing of Maternity Leave.
- 1.2. To notify all employees about the policy and procedure.

2.POLICY

2.1.Maternity Leave application must be booked as soon as the member of staff is confirmed pregnant; department head must be informed as soon as the pregnancy is confirmed, and this must be entered into the department's leave plan, so that support for the service affected can be planned during this extended period of time that the employee is away. A 60 day limit applies here; extensions to this period of time must be approved by the COO/CEO.

2.1.1.Annual leave planning includes the number of people allowed on leave at any one time from a department. This number of people includes staff on Maternity leave.

2.2. Maternity leave governance is as per the normal annual leave procedure including cancellations and changes of dates, and departmental requirements of service, notwithstanding the employee's rights.

2.3. The employee will be paid her full salary for 45 consecutive days including the period preceding and the period following her confinement, on condition that she has been in service for a continuous period of not less than one year by the time she delivers.

2.3.1.If she has not completed the aforesaid period of service, she shall be entitled to maternity leave with half pay according to Labor Law criteria.

2.3.2.On the expiry of maternity leave a female worker may be absent from her work without pay for maximum period of 100 consecutive or non-consecutive days if such absence is due to an illness (medical report required) preventing her from resuming her work.

2.4. If Maternity Leave is cancelled or needs to be postponed then the existing leave application

must be withdrawn and a new application should be resubmitted.

2.5. The duration of the maternity leave is in accordance with the labor law; in case of premature delivery, all usual benefits apply.

2.6. The entitlement of rest periods after maternity leave will be in accordance with the labor Law

3.PROCEDURE

3.1.The Employee will notify the head of department of the confirmed pregnancy and the tentative due dates.

3.1.1.The head of department will immediately enter the planned maternity dates on the annual leave plan so that staff are aware that the slots allocated for annual leave during that time may be affected.

3.2. An online application form must be submitted one month before the delivery date.

3.3. Employee will get the system notification on leave approval within 2 to 5 working days from the respective Department manager and the HR manager.

3.4. Employees leave record will be updated in the system for future reference with access to the HR & Payroll departments respectively.

3.5. Employee can resubmit a revised leave form by withdrawing/cancelling the existing application and resubmitting a new leave application with revised dates.

4.REFERENCES

4.1. Labor Law

5.ATTACHMENTS

None

REVIEWED BY : _____

SIGNATURE : _____

DATE : _____

APPROVED BY : _____

SIGNATURE : _____

DATE : _____

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