**MATERNITY LEAVE POLICY**

**POLICY BRIEF AND PURPOSE**

Our maternity leave policy describes the company's policies for female employees who are pregnant or need time to care for and bond with their newborn.

The corporation supports its employees' right to become parents. We also recognize that pregnancy or caring for a newborn or recently adopted child may interfere with their ability to perform their job tasks. As a result, we are prepared to assist pregnant employees and provide new mothers with sufficient time to recuperate after childbirth and care for their kid.

The company will provide at least the legal minimum benefits, and this policy is only a supplement to the existing legal requirements.

**SCOPE**

The scope of this policy extends to all female employees who are eligible.

**POLICY COMPONENTS**

Maternity Leave is a temporary leave of absence from work for expecting or new mothers who need time off for pregnancy, childbirth, or child care.

After a specific period of service, all female employees are entitled to maternity leave under the legislation. In general, an employee's eligibility will be determined using legislative guidelines. If an employee is found legally ineligible, the employer has the authority to give paid or unpaid maternity leave.

**DURATION OF MATERNITY LEAVE**

The legislation specifies the minimum amount of maternity leave an employee is entitled to, which may include mandatory or extended leave. The employer may choose to provide employees additional time off than the legal minimum for maternity leave. Such perks will be stated expressly in the employment contract or will be conveyed later in writing.

**IS MATERNITY LEAVE PAID OR UNPAID**

Maternity leave may be entirely paid, partially paid, or unpaid, depending on the law. The corporation will follow the law and determine whether further perks should be provided.

The statements below apply to both paid and unpaid maternity leave:

- Depending on the law, an employee can start their maternity leave before or after the projected due date. - In circumstances where a mandatory leave is required by law, the employee must adhere to it to avoid legal implications for the organization.

- All pregnant employees are entitled to take reasonable paid time off for any type of prenatal care, including but not limited to medical exams.

- During maternity leave, employees' positions and benefits will not be affected.

- All new mothers can file for an extension of unpaid maternity leave on medical or other grounds that are subject to company judgment (e.g. extensions may be granted due to complications during pregnancy or childbirth). During that time, the employer is permitted to fill the position with a temporary replacement.

- An employee who has not requested an extension or given other notice must return to work once their leave has ended. Failure to do so is regarded as a voluntary resignation.

- Individual situations will be addressed.

We will also take steps to assist moms who return to work once their maternity leave has ended (e.g. by adopting work-from-home rules or flexible hours)

Adoption of a kid is also grounds for claiming maternity leave under this policy and applicable regulations. Parents may need to take time off to attend adoption-related appointments or bond with a freshly adopted child. For these circumstances, the same standards and procedures apply.

**PROCEDURE**

The expecting mother must follow the following steps:

- She must give formal written notification of her pregnancy (or adoption) to her immediate supervisor and the human resources department at least a certain number of weeks ahead to the projected childbirth date.

- She must fill out paperwork or submit a document specifying the projected due date and the preferred start date for maternity leave (it must not be earlier than a specified number of weeks before childbirth)

- She must submit a signed certificate of pregnancy or proof of adoption if one is required from a physician, registered midwife, or other acceptable source.

- She needs to schedule a meeting with her boss to discuss communication options (any arrangement should exclude any compulsory maternity leave)

After her eligibility under the legislation has been assessed, the employee will be officially notified of the approval of her request. The length of her maternity leave, as well as the start and end dates, will be clearly stated in the document she will get. Additional benefits, such as remuneration, will be outlined in detail.

If labor starts earlier than expected, the start and end dates of maternity leave might be adjusted by an official document.

Employees can contact the Human Resources Department with questions or concerns about the procedures.

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