**Parental Leave Policy**

**POLICY BRIEF AND PURPOSE**

Our company's parental leave policy defines our policies for employees with children. We want everyone in our firm to be able to manage work and family obligations; work should not interfere with a parent's responsibilities to their child or prohibit them from spending time together on a regular basis.

We will always respect legal requirements when it comes to remuneration during family leave. We shall give paid leave according to this company policy in counties or states where paid family leave is not required.

**SCOPE**

All employees who are parents or will be parents in the near future are covered by this paid parental leave policy.

A 'kid' is defined as someone under the age of [X Years] in this policy. We don't make a distinction between biological, adoptive, or step-children when it comes to parental leave, as long as they're in the custody or care of an employee.

**POLICY COMPONENTS**

Our parental leave policy covers all aspects of childbirth and child care. It covers paternity, maternity, adoption, and any other parental leave that may be required:

**1. MATERNITY LEAVE**

What does maternity leave entail? It's a leave of absence from work that'll be offered to help expectant moms who need time off for pregnancy, childbirth recovery, and child care. For additional details, please see our dedicated maternity leave policy.

The length and compensation will be determined by either the laws of the country/state where you live or our company policy, whichever is larger.

Our employer provides [X months of paid maternity leave] as well as [X months of unpaid leave if you need longer time to recuperate from childbirth - you may need to produce doctor's notes to HR in this situation]. If there are legal maternity leave provisions that go beyond our corporate policy, the law will take precedence.

Your position, perks, and compensation remain unchanged while on paid maternity leave. If a larger-scale change is required for organizational reasons and your employment is affected, we will keep you informed and consider alternatives in accordance with the law. In any event, you will never be discriminated against or treated unfairly because you are a mother or on maternity leave.

**PATERNITY LEAVE**

What does paternity leave entail? It's a leave of absence from a job that applies to employees who identify as male and need time to care for an infant. Paternity leave will be granted to enable fathers to care for and bond with their newborn children. More information about our paid paternity leave policy can be found here.

The length and compensation will be determined by either the laws of the country/state where you live or our company policy, whichever is larger. Our company provides [paid paternity leave for X months]. If there are legal restrictions for paternity leave that are more stringent than our corporate policy, the law shall take precedence.

Your position, perks, and income will remain the same while you are on paternity leave, and we will find solutions if any modifications are required.

**ADOPTION LEAVE**

What does adoption leave entail? It's a temporary leave of absence from any job that applies to people who have just become legal guardians of a child. Our paid adoption leave gives you time to bond with your kid. You can also use some of your adoption leave to attend adoption-related appointments or meetings. Inquire with HR about the paperwork you'll need to use this leave.

[X months of paid adoption leave] is available at our workplace. If there are legal regulations for adoption leave that are more stringent than our business policy, the law will take precedence.

**OTHER PARENTAL LEAVES**

Parents who require time off to attend to various matters concerning their children may be eligible for paid parental leave. You can, for example, take parental leave if you want to:

- Take your youngster to the doctor or to the hospital.

- Taking care of a sick child

- Visit your present or prospective schools.

- Attend counseling sessions for children.

We shall follow any applicable legal rules. If your country or state does not have any legislative regulations, our company will provide [X days] of paid parental leave per year on top of any maternity or paternity leave or paid time off.

Note that in some countries, parents may be able to divide their vacation time with their spouses (for example, moms may be able to pass on the remainder of their vacation time to their partners) or take it separately rather than together. Wherever these arrangements are practicable or required, we shall follow the law and do our utmost to support our employees.

If you need flexible work arrangements for another [X year] after your maternity or paternity leave ends, we may consider them.

**PROCEDURE**

You must always give notice to your manager and HR [at least X months before your projected start of absence] should you need to claim maternity or paternity leave. When unforeseen circumstances require you to take leave earlier, we can make an exception.

Please notify your supervisor [at least X days in advance] if you require parental leave for any other reason. [Use our HRMS to submit your request.]

If you have any questions, you can contact HR for answers.

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