

Maternity Leave Policy

Policy Brief & Purpose

This maternity leave policy is designed to support female employees who are expecting a child or require time off for childbirth and initial child care. Our company endorses the right to parenthood and aims to assist pregnant employees and new mothers by providing adequate time to recover from childbirth and bond with their newborns. This policy provides at least the benefits required by law and may offer additional support as determined by the company.

Scope

This policy applies to all full-time and part-time female employees who have completed at least 1 year of continuous service with the company.

Policy Elements

Maternity leave is defined as a period of temporary absence for expectant or new mothers related to pregnancy, childbirth, and child care.

- **Eligibility:** Female employees become eligible for maternity leave after completing 1 year of service. Eligibility is determined based on continuous employment without significant breaks.
- **Duration:** Eligible employees are entitled to up to 12 weeks of maternity leave. This can start before or after the expected date of childbirth, in accordance with legal guidelines. Compulsory leave periods must be adhered to where applicable.
- **Pay:** The 12 weeks of maternity leave are fully paid at the employee's regular salary rate. Any statutory maternity pay will be integrated into this benefit.
- **Additional Provisions:**
 - Pregnant employees are entitled to reasonable paid time off for prenatal care, such as medical examinations.
 - In cases of medical complications or other valid reasons, employees may request an extension of leave, which will be considered on a case-by-case basis (potentially unpaid).
 - Employee positions, seniority, and benefits will remain protected during the leave period. The company may hire temporary replacements if necessary.
 - Failure to return at the end of the approved leave without prior agreement will be treated as voluntary resignation.
 - Post-leave, the company may offer flexible working arrangements, such as part-time hours or remote work, to ease the transition back to work.
 - This policy also extends to adoption scenarios, providing similar time off for adoption processes and bonding.

Procedure

To request maternity leave:

1. Provide formal written notice to your supervisor and HR department at least 8 weeks before the intended start date, including the expected date of childbirth.
2. Submit a pregnancy certificate or medical documentation confirming the due date.
3. HR will evaluate eligibility and provide official approval, including start and end dates, pay details, and any additional benefits.
4. For any changes (e.g., early labor), notify HR immediately to adjust the leave dates.

Employees are encouraged to discuss any concerns or needs with HR for personalized support.

Disclaimer