**Company K Parental Leave Benefits**

**1. Purpose**

Company K values the well-being of our employees and their families. This document outlines the parental leave benefits available to employees, designed to support and provide time for bonding with new children.

**2. Scope**

This policy applies to all eligible employees who become parents through childbirth, adoption, or surrogacy.

### **3. Parental Leave Overview**

**3.1 Types of Parental Leave**

**3.1.1 Maternity Leave**

* **Description**: Leave provided to birthing mothers around the time of childbirth.
* **Duration**: Up to 12 weeks of paid leave, with an option for additional unpaid leave up to 6 months.
* **Eligibility**: Full-time employees who have completed at least 12 months of service.

**3.1.2 Paternity Leave**

* **Description**: Leave provided to fathers or non-birthing parents.
* **Duration**: Up to 6 weeks of paid leave.
* **Eligibility**: Full-time employees who have completed at least 12 months of service.

**3.1.3 Adoption Leave**

* **Description**: Leave provided to parents who are adopting a child.
* **Duration**: Up to 12 weeks of paid leave.
* **Eligibility**: Full-time employees who have completed at least 12 months of service.

**3.1.4 Surrogacy Leave**

* **Description**: Leave provided to individuals who are using a surrogate to have a child.
* **Duration**: Up to 6 weeks of paid leave.
* **Eligibility**: Full-time employees who have completed at least 12 months of service.

### **4. Application Process**

**4.1 Notification**

**4.1.1 Advance Notice**

* **Description**: Employees must notify HR at least 30 days before the start of the leave, when possible.
* **Procedure**: Submit a written request to HR detailing the expected start date and duration of the leave.

**4.1.2 Medical Certification**

* **Description**: For maternity leave, provide a medical certificate confirming the expected delivery date.
* **Procedure**: Submit the certificate to HR along with the leave request.

**4.2 Documentation**

**4.2.1 Required Documents**

* **For Maternity Leave**: Medical certificate, leave request form.
* **For Paternity/Adoption/Surrogacy Leave**: Leave request form, adoption or surrogacy documentation (if applicable).

**4.2.2 Submission**

* **Online**: Access the Parental Leave Request Form through the Employee Portal and upload required documents.
* **Manual Submission**: Submit the completed form and documentation to HR directly.

### **5. Benefits During Leave**

**5.1 Paid Leave**

* **Description**: Employees will receive their regular salary during the paid leave period.
* **Procedure**: Payments will be processed through the regular payroll system.

**5.2 Job Protection**

* **Description**: Employees are entitled to return to their same or an equivalent position after their leave ends.
* **Policy**: Company K guarantees job protection and continuation of benefits during the leave period.

**5.3 Health Insurance**

* **Description**: Health insurance benefits will continue during the leave period.
* **Procedure**: HR will ensure that coverage remains active. Employees may need to continue paying their portion of premiums.

### **6. Return to Work**

**6.1 Return Process**

* **Description**: Employees must inform HR of their return to work date at least 2 weeks before the end of their leave.
* **Procedure**: Submit a written notification to HR confirming the return date.

**6.2 Transition Support**

* **Description**: HR and the employee’s manager will work together to facilitate a smooth transition back to work.
* **Procedure**: Discuss any necessary accommodations or adjustments with HR prior to returning.

### **7. Additional Support**

**7.1 Counseling and Support**

* **Description**: Access to counseling services and support groups through the Employee Assistance Program (EAP).
* **Procedure**: Contact the EAP provider for information and resources related to parental support.

**7.2 Flexible Work Arrangements**

* **Description**: Options for flexible work schedules or part-time work upon return to ease the transition.
* **Procedure**: Discuss flexible work options with HR and your manager.

### **8. Contact Information**

**8.1 Human Resources Department**

* **Role**: Manage parental leave requests, provide information on benefits, and handle queries.
* **Contact**:
  + **Name**: Linda Carter, HR Manager
  + **Phone**: (555) 345-6789
  + **Email**: hr@companyk.com

**8.2 Benefits Coordinator**

* **Role**: Assist with benefits-related questions and issues.
* **Contact**:
  + **Name**: James Smith, Benefits Coordinator
  + **Phone**: (555) 678-9012
  + **Email**: benefits@companyk.com

### **9. Policy Review**

**9.1 Feedback**

* **Description**: Collect feedback on the parental leave process to improve the program.
* **Procedure**:
  1. **Surveys**: Distribute surveys to employees who have used the parental leave program.
  2. **Review Feedback**: Analyze feedback to make necessary adjustments.

**9.2 Updates**

* **Description**: Regularly review and update the parental leave policy to ensure it meets employee needs and complies with legal requirements.
* **Procedure**:
  1. **Review Policy**: Assess the policy’s effectiveness and relevance.
  2. **Communicate Changes**: Inform employees of any updates to the parental leave benefits.