# Maternity Leave Policy

## Introduction

***[Organization Name]*** recognizes the importance of supporting employees during their pregnancy and after childbirth. The Maternity Leave Policy outlines the provisions for maternity leave to enable employees to balance work and family responsibilities.

## Purpose

The purpose of this policy is to provide female employees with adequate time off for maternity leave in compliance with US laws and regulations.***[Organization Name]***is committed to supporting its employees during this important time of their lives and recognizes the importance of providing a healthy work-life balance.

## Scope

This policy applies to all female employees who have been employed with **[*Organization Name]***for at least 12 months and have worked at least 1,250 hours in the 12 months prior to the start of their maternity leave.

## Policy Details

### **Eligibility**

1. Female employees who meet the eligibility requirements are entitled to take up to 12 weeks of unpaid leave for the birth of a child, adoption, or placement of a foster child.
2. If the employee has a disability related to pregnancy or childbirth, she may be entitled to additional leave under the Americans with Disabilities Act (ADA).

### **Notification**

### Employees must provide at least 30 days' notice to their supervisor and Human Resources prior to the start of their maternity leave, or as soon as practicable if the need for leave is unforeseeable.

1. Employees must provide medical certification from their healthcare provider stating the expected date of delivery or the medical need for leave.

### **Continuation of Benefits**

1. During the maternity leave, ***[Organization Name]*** will continue to provide healthcare benefits as if the employee were actively working.
2. The employee is responsible for paying her portion of the healthcare premiums while on leave.
3. The employee may also continue to participate in other benefits programs, such as life insurance or disability insurance, by making arrangements with Human Resources.

### **Return to Work**

1. Employees guaranteed same or comparable position on return from maternity leave.
2. If unable to perform job due to pregnancy or childbirth-related disability, may be entitled to ADA accommodation.
3. If employee chooses not to return, may have to reimburse the organization for healthcare premiums during leave.

### **Intermittent Leave**

1. Employees may take intermittent leave for pregnancy-related medical conditions or for bonding with the new child.
2. Intermittent leave must be taken in full-day increments, unless ***[Organization Name]***agrees to a different arrangement.

### **Other Leaves**

1. Employees may also be eligible for other leave programs, such as Family and Medical Leave Act (FMLA) leave, which may run concurrently with maternity leave.
2. Employees who are eligible for both types of leave will have their leave time count towards the 12-week limit for maternity leave.

### **Communication**

1. ***[Organization Name]*** will communicate this policy to all employees in writing and will make the policy available on the company's intranet or other employee communication channels.
2. Employees with questions or concerns about this policy or their rights under the ADA should contact Human Resources for guidance.
3. This policy will be reviewed and updated as necessary to ensure compliance with US laws and regulations.

## Related Laws and Regulations

The Maternity Leave Policy at ***[Organization Name]*** is compliant with the following laws and regulations:

* The Family and Medical Leave Act (FMLA)
* The Pregnancy Discrimination Act (PDA)
* The Affordable Care Act (ACA)
* State laws

## Disciplinary Action

Maternity leave is protected under US law, and employers cannot discriminate against employees for taking leave. However, if an employee violates company policies or engages in misconduct while on maternity leave, disciplinary action may be taken. Any disciplinary action should be based on legitimate reasons and should not be retaliatory. Employers should avoid taking adverse action against employees for taking maternity leave, as this can be considered discrimination and may result in legal action.

## Declaration

I,***[Employee name]***, acknowledge that I have received and read the company's maternity leave policy. I understand that I may be eligible for up to 12 weeks of unpaid leave under the Family and Medical Leave Act (FMLA) for the birth or adoption of a child, or to care for a family member with a serious health condition. I also understand that the company may offer additional leave benefits beyond what is required by law.

I understand that I am entitled to return to my same or equivalent job after my maternity leave ends, as long as I am able to perform the essential functions of the job. I also understand that I may be eligible for reasonable accommodations if I have a pregnancy-related disability or medical condition.

I understand that the company prohibits discrimination and retaliation against employees who take maternity leave or assert their rights under applicable laws. I acknowledge that any violation of this policy may result in disciplinary action, up to and including termination.

I agree to provide the company with any necessary documentation to support my request for maternity leave, and to provide reasonable notice of my intent to take leave. I also understand that I am responsible for communicating with my supervisor and Human Resources Manager regarding any changes to my leave schedule or status.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**