

Parental Leave Policy



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POLICY STATEMENT:

At [Company Name], we recognize the importance of family and are dedicated to supporting our employees during significant life events, such as the arrival of a new child. Our parental leave policy provides clear guidelines on eligibility, duration of leave, remuneration, benefits, and procedures for applying for and returning to work after parental leave.

PURPOSE:

The purpose of this policy is to support employees who become parents, providing them with time off to bond with their child and adjust to their new family responsibilities.

This policy ensures that eligible employees can take the necessary leave without financial hardship and have a clear process for returning to work.

PARENTAL LEAVE:

Parental leave refers to time off work granted to employees for the purpose of bonding with a new child, including newborns, newly adopted or newly placed children.

It includes maternity leave for the mothers, paternity leave for the fathers and adoptive leaves for the non-birth parents.

MATERNITY LEAVE:

ELIGIBILITY CRITERIA:

Employees who have completed at least (mention duration) of continuous service are eligible for maternity leave.

DURATION OF LEAVE:

- Employees are entitled to up to (mention number of days /weeks) as (paid or unpaid) maternity leave.

- This leave can be taken in a continuous period or in separate periods as agreed upon with their manager.

LEAVES FOR OTHER REASONS BESIDES PREGNANCY:

- Employees who become ill during pregnancy are entitled to take sick leave or personal leave.
- If they are unable to work due to pregnancy-related illness, they may be entitled to workers' compensation.

REMUNERATION DURING MATERNITY LEAVE:

Employees will receive remuneration in accordance with the applicable laws of their country of employment.

[Please mention the guidelines under this as mentioned in the Maternity Act of the respective countries.]

PATERNITY LEAVE:

ELIGIBILITY CRITERIA:

Employees who have completed at least (mention duration) of continuous service are eligible for paternity leave.

DURATION OF LEAVE:

- Employees are entitled to up to 2 weeks of unpaid paternity leave.
- This leave can be taken in a continuous period or in separate periods as agreed upon with their manager.

REMUNERATION DURING PATERNITY LEAVE:

Employees will receive remuneration in accordance with the applicable laws of their country of employment.

BENEFITS DURING PARENTAL LEAVE:

- During parental leave, employees will continue to accrue annual leave and personal leave entitlements.
- They will also continue to be covered by the company's health and welfare benefit plans, subject to the employee's contribution towards the cost of such benefits.

PROCEDURE TO APPLY FOR MATERNITY & PATERNITY LEAVE:

MATERNITY LEAVE:

- Employees should provide written notice of their intention to take maternity leave at least 10 weeks prior to the expected birth date.
- This notice should specify the intended start date and duration of the leave. Employees must provide a medical certificate confirming the expected date of birth and the expected duration of the leave.

PATERNITY LEAVE:

Employees should provide written notice of their intention to take paternity leave as soon as practicable, including the intended start date and duration of the leave.

PROCEDURE TO RETURN TO WORK :

MATERNITY LEAVE:

Employees must provide at least 4 weeks' written notice of their intention to return to work. The company will make reasonable efforts to accommodate the employee's request for flexible working arrangements, where possible.

PATERNITY LEAVE:

Employees must provide at least 2 weeks' written notice of their intention to return to work.

RESPONSIBILITY OF THE EMPLOYER:

- It is the responsibility of the employer to ensure that this policy is communicated effectively to all employees, and that they are aware of their entitlements and obligations.
- The employer will also ensure that all requests for parental leave are handled in a timely and confidential manner.
- In addition, the employer will provide appropriate support and resources to employees returning from parental leave, to ensure a smooth transition back into the workplace.
- The employer will also regularly review this policy to ensure that it remains up-to-date and compliant with relevant legislation and industry best practice.
- Any changes to the policy will be communicated to all employees in a timely manner.

RESPONSIBILITY TO IMPLEMENT:

The HR department will be responsible for implementing the policy.



PROVISIONS IN CASE OF NON-COMPLIANCE:

The company takes non-compliance with this policy seriously and will take appropriate disciplinary action against any employee who breaches this policy.



Approved by:

Date of approval:

Revisions

Revision No. - Revision date - Approved by

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