

# @CompanyName Parental Leave Policy

## Purpose

This policy outlines the guidelines and expectations for employees who are expecting or have recently welcomed a new child, including eligibility, duration, and compensation.

## Scope

This policy applies to all employees who have been employed by the company for at least **{Time Period}**, whether full-time or part-time.

## Guidelines

### Eligibility

1. Employees are eligible for parental leave if they have been employed by the company for at least **{Time Period}**.
2. Parental leave is available to both birth and adoptive parents.
3. Employees must provide at least four weeks' notice to their supervisor before the intended start of their parental leave.

### Duration

1. Employee may take up to 12 weeks of parental leave.
2. Parental leave may be taken all at once or in increments, subject to approval by the employee's supervisor.
3. Parental leave must be taken within one year of the birth or adoption of the child.

### Compensation

1. Employees will receive their regular salary and benefits during parental leave.
2. Employees may use accrued paid time off (PTO) during parental leave, subject to approval by their supervisor.
3. Employees may be eligible for unpaid leave under the Family and Medical Leave Act (FMLA) and/or state Paid Family Leave programs if they have exhausted their parental leave and meet the eligibility criteria.

### Return to Work

1. Employees are expected to return to work at the end of their parental leave.
2. Employees must provide at least four weeks' notice to their supervisor before the intended return to work date.
3. Employees may request a flexible work schedule upon their return to work, subject to approval by their supervisor.

## **Communication**

1. Employees must communicate their parental leave plans and intentions to their supervisor in a timely manner.
2. Employees must keep their supervisor informed of any changes to their parental leave plans or return to work date.
3. Supervisors will provide regular updates and communication to employees on their job duties and responsibilities during parental leave.

## **Job Protection**

1. Employees who take parental leave are protected from discrimination or retaliation under federal and state laws.
2. Employees will be reinstated to their previous position or an equivalent position upon their return to work, subject to business necessity.

## **Conclusion**

This policy is intended to provide guidelines and expectations for employees who are expecting or have recently welcomed a new child. Employees must comply with this policy and any other company policies or procedures. The company reserves the right to modify or update this policy as needed.