

Employer Paternity Leave Policy Template

1. Purpose:

This policy outlines the guidelines and procedures for paternity leave for employees at [Company Name].

2. Eligibility:

All male employees who have been employed at [Company Name] for at least [length of time] are eligible for paternity leave.

3. Duration:

Paternity leave will be granted for a period of [number] weeks, starting from the date of the child's birth or adoption.

4. Notification:

Employees must notify their immediate supervisor and HR department at least [number] weeks in advance of their intention to take paternity leave.

5. Documentation:

Employees must provide proof of the birth or adoption of the child in order to be eligible for paternity leave.

6. Benefits:

During paternity leave, employees will continue to receive their regular salary and benefits as if they were actively working.

7. Return to Work:

Employees are expected to return to work at the end of their paternity leave period. Failure to do so may result in disciplinary action.

8. Resources:

For more information on paternity leave laws and regulations, please refer to the [Department of Labor] <https://www.dol.gov/> website.

9. Approval:

All paternity leave requests must be approved by the employee's supervisor and HR department.

10. Review:

This policy will be reviewed annually to ensure compliance with current laws and regulations.

[Company Name] reserves the right to modify or update this policy as needed.