



Maternity Leave Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to supporting our employees, we have developed a maternity leave policy to ensure a smooth transition for new parents.

Our maternity leave policy provides eligible employees with [insert number] weeks of paid leave for the birth or adoption of a child. This policy is in compliance with the Family and Medical Leave Act (FMLA) and state regulations.

During your maternity leave, you will continue to receive [insert percentage]% of your regular salary. In addition, you will have access to our employee assistance program for any support you may need during this time.

To be eligible for maternity leave, employees must have been with the company for at least [insert number] months and have worked a minimum of [insert number] hours in the past year.

For more information on our maternity leave policy, please refer to our employee handbook [insert link to employee handbook]. If you have any questions or need further clarification, please do not hesitate to reach out to our HR department.

We look forward to supporting you during this special time in your life. Congratulations on your growing family!

[Insert company name] HR Team