

This document is a sample Parental Leave Policy outlining a minimum standard that employers can use to craft their own. Please visit womenemployed.org to find other resources for family-friendly workplaces.

PARENTAL LEAVE POLICY

STATEMENT OF POLICY

It is the policy of [**EMPLOYER**] to provide up to 12 weeks of Parental Leave to Eligible Employees. Our Parental Leave Policy ("Policy") exceeds any legal requirement as at this time there is no legal requirement to provide any paid Parental Leave.

The effective date of this Policy is _____, 20 ____.

REASON FOR POLICY

The purpose of the Policy is to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

I. DEFINITIONS

1. Parental Leave – can be taken connected to the birth of an employee's child or the placement of an adopted child within an employee's home.

2. Eligible Employee – an employee who has been employed by the company for at least six months and is classified as a full-time or part-time regular employee, as defined by [**EMPLOYER**].

II. ELIGIBILITY

To qualify for Parental Leave under this Policy, the employee must meet the following conditions:

- 1.** The employee must have been employed by the company for at least six months and be classified as a full-time or part-time regular employee, as defined by [**EMPLOYER**].
- 2.** The employee must also meet one of the following criteria:
 - a.** Have given birth to a child; or
 - b.** Be a spouse or committed partner of a woman who has given birth to a child; or
 - c.** Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

III. LEAVE PROVISIONS

1. Full-Time Eligible Employees who have been employed for at least 1 year may take up to 12 weeks of Parental Leave for a birth or adoption: 8 of those weeks shall be compensated at 100 percent of the employee's regular, straight weekly pay, and an additional 4 weeks of unpaid leave is available under this Policy.

2. Full-Time Eligible Employees who have been employed for at least 6 months may take up to 12 weeks of Parental Leave for a birth or adoption: 4 of those weeks shall be compensated at 100 percent of the employee's regular, straight weekly pay, and an additional 8 weeks of unpaid leave is available under this Policy.

3. Part-Time Eligible Employees who have been employed for at least 6 months may take up to 12 weeks of Parental Leave for a birth or adoption. The number of weeks of paid leave will be the same as it is for full-time employees, i.e., based on length of employment, and their compensation will be pro-rated, based on an average of the hours worked in the three months prior to Parental Leave.

4. All Parental Leave described in this Policy shall be available for a 12-month period following the birth or adoption of a child.

5. Employees may use accrued Paid Time Off (PTO), vacation days, and sick time, as applicable, toward unpaid leave.

If an employer is covered under the Family and Medical Leave Act (FMLA), the employer can insert a provision that an employer may consider Parental Leave taken under this Policy, for an employee who is FMLA-eligible, as FMLA leave, and may require an employee to use accrued paid time off for any of the unpaid Parental Leave taken under this Policy.

If an employer provides a short-term disability policy that is applicable to any of the Parental Leave, the employer can insert a provision that it shall run concurrently with Parental Leave taken under this Policy. However, if the short-term disability policy provides less than 100 percent compensation, the employer will supplement the employee's pay to total 100 percent compensation for the paid portion of Parental Leave taken under this Policy.

6. The fact that multiple births or adoptions occur does not increase the length of Parental Leave.

7. Upon termination of employment, the employee shall not be eligible for payment for any unused Parental Leave.

8. Benefits will remain the same while an employee is on Parental Leave.

9. An employer may take disciplinary action, up to and including termination, against an employee who uses Parental Leave for purposes other than those described in this Policy.

IV. NOTICE

1. An Eligible Employee shall initially notify his or her supervisor of the need for Parental Leave and include the estimated timing and duration of such leave at least 60 calendar days in advance of the need for Parental Leave, where practical.

2. If the need for Parental Leave is not foreseeable, an Eligible Employee must give notice of the need to his or her supervisor as soon as practical.

As is the case with all Company Policies, [**EMPLOYER**] reserves the right to modify this Policy.



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