

SAMPLE Paid Family Leave Policy



1.0 Paid Family Leave Program Overview

[Add your company name]'s paid family leave program has been established to support our employees in times of need. Paid family leave provides a maximum of [add number of weeks] of fully paid leave, available on a calendar year for qualifying events.

Typical qualifying events:

- For the birth, adoption or foster care placement of a child (Parental Leave).
- To care for a family member with a serious health condition or your own serious health condition (Serious Health Condition Leave).
- For pregnancy disability (Pregnancy Disability Leave).

This paid family leave program is meant to provide paid time off when an event does not meet the requirements of our short term disability policy or to augment short term disability coverage when applicable.

The program is available to all employees upon hire, without a time delay.

We reserves the right to change the terms of this program as needed to address business needs or legislation changes.

2.0 Program Details

Eligibility

Immediate eligibility after January 1, 20xx.

Paid Family Leave Requests

Paid family leave requests shall be submitted, in writing, to human resources and scheduled 30 days in advance, if possible.

Paid family leave is allowable at intervals not less than one week increments. In cases where a qualifying event results in less than a one week absence, employees may use PTO.

Approval for paid wellness leave is not guaranteed.

We reserve the right to require documentation of qualifying events.

Coordinating Various Types of Leave

In cases where a qualifying event meets the terms of short term disability coverage, employees may use family leave to extend the length of the leave once short term disability coverage has ended.

In cases where a qualifying event meets the criteria for FMLA or leave under city or state statutes, paid family leave will run concurrently to provide full pay for up to X weeks.

Please contact X with specific questions about the types of leave available.

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Compensation

Salary will be directly deposited into your account during the leave period.

For part-time and semi-retired staff, salary will be based on the current weekly schedule at the time leave commences.

No PTO will be accrued during the leave period.

Employee benefits

- **Medical:** COMPANY X will continue to pay benefit coverage for the employee, including dependents coverage in effect at time of the paid family leave.
- **Premiums:** The employee is responsible for paying all required premiums during the family leave.
- **Dependents:** Dependent coverage would be deducted from the employee's paycheck.
- **Flex spending:** The employee is responsible for flexible spending account payments.
- **401k:** Employee is responsible for keeping current on any outstanding loan payments throughout their paid family leave.

3.0 Paid Family Leave Request Form

Fill out the form and submit to the X Group [email]

Employee name Last _____ First _____ MI _____

Date of request ____/____/____

Requested dates From: ____/____/____ To: ____/____/____

Qualifying event: (Choose one)

- Parental leave
- Serious health condition (self)
- Serious health condition (family)

Approved by: _____ Date _____

"The best way to prepare for leave is to plan your return."

- Dr. Amy Beacom, Founder and CEO, Center for Parental Leave Leadership