

# Parental Leave Policy Template

## 1. Purpose

This Parental Leave Policy outlines the provisions for parental leave for eligible employees in accordance with [Company Name]'s guidelines and applicable law.

## 2. Scope

This policy applies to all eligible employees of [Company Name].

## 3. Eligibility

- Criteria for eligibility (e.g., length of service, employment status)
- Applicable to both parents/birth and adoptive parents

## 4. Leave Entitlement

- Duration of leave (e.g., number of weeks/months)
- Paid or unpaid status
- Options for part-time or flexible leave (if applicable)

## 5. Notification Requirements

- Notice period for requesting leave
- Process for submitting a leave request
- Required documentation (e.g., medical certificate, adoption documents)

## 6. Return to Work

- Right to return to the same or similar position
- Procedure for confirming intended return date

## 7. Benefits During Leave

- Status of employee benefits during leave (e.g., health insurance, pensions)
- Impact on seniority and accruals

## 8. Policy Review

This policy will be reviewed regularly and updated as necessary.

## 9. Contact

For any questions regarding this policy, contact [HR/Management Contact Information].

