Maternity Leave Policy Template

Welcome to our organization! We are committed to supporting our employees during important life events, such as the birth or adoption of a child. Our maternity leave policy is designed to provide you with the time and resources you need to bond with your new addition and take care of yourself during this special time.

Key Points:

- **Eligibility:** All full-time employees are eligible for maternity leave after one year of employment.
- **Duration:** Maternity leave can be taken for up to 12 weeks.
- **Pay:** During maternity leave, employees will receive [insert details about pay, such as full pay, partial pay, or unpaid leave].
- **Benefits:** Employees on maternity leave will continue to receive [insert details about benefits, such as health insurance coverage].
- **Returning to Work:** We support a smooth transition back to work and offer flexible options for returning to full-time hours.

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 assistance, please reach out to our HR department.

We are excited to support you during this special time in your life and look forward to welcoming you back to the team after your maternity leave. Congratulations!