

Unpaid Leave Paternity Policy Template

<<Company Name>> provides paid paternity leave for adoptive and natural fathers/partners as a benefit of employment. To be eligible for this:

1. You must have worked full time for <<Company Name>> for a minimum of 12 continuous months.
2. You are in good employment standing with <<Company Name>> (i.e., not on probation).
3. We ask that you request leave a minimum 30 days in advance if possible. If this is not possible, please place your request ASAP once you become aware of it.

The benefits are as follows:

1. Up to X weeks of unpaid leave. (FMLA requires up to 12 weeks)
2. You may use any accrued/unused PTO and sick leave time (paid at 100% of your salary).
3. We will continue to cover your health insurance premiums during your leave time given that you return to work for <<Company Name>>.

Bear in mind that your total leave time should not exceed X weeks. (NOTE: FMLA allows for up to 12 weeks.)

Prior to leave, the employee and <<Company Name>> will create a return to work plan that also includes the leave time. The employee will also communicate with <<Company Name>> if the leave plan or return to work plan needs to change while on leave.