

Maternity Leave Policy Worksheet

Benefits Manager's Name: (Union Representative/Personnel Director)

1. Is a paid maternity/paternity/parental leave available? _____
For how long and at what rate of pay? _____
What are the eligibility requirements? _____

What is the procedure to request a leave? _____

What percentage of salary does a disability plan pay? _____

How long will my commissions continue? _____

Will I receive full commission or a percentage? _____

Can I take off time during my pregnancy without losing maternity leave?
(This is important because you may become temporarily ill in the later
months or you may simply need time to get ready.) _____

2. Is an unpaid maternity/paternity/parental leave available? _____
For how long? _____
What are the eligibility requirements? _____

What benefits are provided during leave? _____

At what point will my benefits be affected? _____

If I take unpaid leave, will I retain the same position, wages, and seniority? _____

3. Can I extend my leave by taking:
Accrued sick leave? Paid Unpaid
Accrued vacation time? Paid Unpaid
Personal days? Paid Unpaid
What must I do to file for an extension of leave? _____

4. Which of the following are protected if I extend my leave:
Salary? _____
Seniority benefits? _____
Position I hold now? _____
Similar position? _____
What is the procedure if I decide to come back early? _____

Are there other options? (Perhaps you can take an additional six months with the stipulation that you will not be guaranteed your same position.)

Other questions or concerns: _____

Special instructions for how work is to be handled during my absence: _____

If my firm has no leave policy, these are the agreed-upon details of my leave:
