

Sample Maternity Leave Agreement

This agreement outlines the details of my maternity leave as agreed to in our meeting on _____ (date).

Length of Leave

Because my due date is _____, I plan to work full-time until _____ (unless otherwise advised by my doctor) at which time I will use weeks of vacation/sick time followed by ____ months leave of absence after the birth of my baby. After my leave, I will return to work on _____ to a (full-time, part-time, flexible) schedule until a change of schedule is agreed to.

Compensation and Benefits

I understand that I will be paid ____ percent of my salary the first ____ weeks of my leave, that is, ____ weeks of vacation/sick pay followed by ____ months of disability and ____ percent of my salary during weeks _____. I will receive my checks by mail every week. The remaining weeks of my leave of absence will be unpaid. My full benefits and profit-sharing participation will continue during the entire leave of absence.

Consultations

You have agreed to consult with me regarding the following clients/accounts:

Work Arrangements

During my leave of absence, I propose that my work be handled by

_____.
I will train this person to ensure a smooth transition. My back-up will be _____, who will fill in if necessary. (My part-time/flex-time, jobsharing) agreement will include (details) _____

The company will benefit from (details) _____

Job Guarantee

Upon return to work on _____, I will come back to my current position of _____.

Thank you,

Name _____ Date _____

Approved by _____ Date _____