



Pledge Parental Leave [PPL] exists to encourage companies in the creative industries in the United States to guarantee their employees a meaningful minimum standard of parental leave benefits.

For more information visit: www.pledgepl.org

Sample Parental Leave Policy Document

Legal advisory services and parental leave policy template have been generously provided by

Rooney PC

Tel: 212 545 8022 | Fax: 646 417 7000

info@rooneypc.com | www.rooneypc.com

Sample Parental Leave Policy (with explanatory notes)

Eligible employees are entitled to paid parental leave following the birth, adoption or foster care placement of a child. To be eligible for paid parental leave, you must have been employed by the Company for [**insert duration of employment e.g. twelve (12) Months**]¹ when the parental leave period begins. The amount of paid parental leave available for eligible employees will be determined as follows:

- **Primary caregiver** if you are the full-time primary care parent during the period of the leave, you will be eligible for up to [**insert length of paid leave e.g. twelve (12) weeks**]² of leave at base pay;
- **Secondary caregiver** if you are the non-primary care parent, you will be eligible for up to [**insert length of leave e.g. four (4) weeks**] of leave at base pay.

Parental leave must be taken within the first [**twelve (12) weeks**] after the birth or adoption of a child. Eligible employees must apply for short-term disability benefits as a condition of receiving the salary continuation provided under this policy. Short-term disability benefits will offset, and are not in addition to, the salary continuation provided under this policy. [If eligible for parental leave, you must apply all accrued, unused sick days and vacation time to the balance of the parental leave period.]

In addition to the period of paid parental leave, the primary caregiver may request up to an additional [**insert length of additional unpaid leave e.g. twelve (12) weeks**]³ of parental leave without pay, subject to the approval of [your supervisor/manager]. **The non-primary caregiver may not extend parental leave beyond the paid leave period.**⁴ [The leave period and compensation for part-time employees will be calculated on a pro-rata basis in accordance with their individual work schedule. OR Part-time employees are not eligible for paid parental leave.]

While on paid parental leave you will continue to receive [**all employee benefits previously provided OR health care coverage**]⁵ on the same terms as an active employee and will remain eligible for salary increases and bonuses. If you remain on approved leave beyond the paid parental leave period, your eligibility for benefits during your unpaid leave will be determined in accordance with the company's policy for other types of unpaid leave, except that you will remain eligible to participate in the company's health plans, subject to your timely election of COBRA continuation coverage and your payment of [**the full OR __% of the**] cost of such coverage for the duration of your leave.

In general, the period of paid and unpaid parental leave should not extend beyond [**insert total desired combined length of paid and unpaid leave e.g. six (6) months**] for the primary caregiver. When you are ready to return from parental leave, the Company will attempt to **reinstate you** to your former position or one with equivalent pay, benefits, and other employment terms. You are entitled to reinstatement, however, only if you would have continued to be employed had parental leave not been taken. For example, you are not entitled to reinstatement if, because of a layoff, reduction in force or other reason, you would not be employed at the time you seek to return to work. Further, if you fail to return to work at the end of the approved leave period, you will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.

This policy supplements your FMLA benefits, but does not supercede the need for a separate FMLA policy for covered employers. [**Where applicable: Parental Leave runs concurrently with, and will be applied to, any qualifying Family and Medical Leave to the extent consistent with applicable law**]⁶

¹ Each company decides what is appropriate for their policy

² 3 months paid leave - Pledge Parental Leave criteria #1 is a 3 month minimum

³ Pledge Parental Leave criteria #2 is an additional number of weeks to provide 6 months total leave

⁴ Optional provision, for each company to decide.

⁵ Pledge Parental Leave criteria #3 is uninterrupted health care coverage during paid leave

⁶ If your company qualifies for FMLA, insert your compliance statement here.

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- **Primary caregiver** if you are the full-time primary care parent during the period of the leave, you will be eligible for up to [**twelve (12) weeks**] of leave at base pay;
- **Secondary caregiver** if you are the non-primary care parent, you will be eligible for up to [**four (4) weeks**] of leave at base pay.

Parental leave must be taken within the first [**twelve (12) weeks**] after the birth or adoption of a child. Eligible employees must apply for short-term disability benefits as a condition of receiving the salary continuation provided under this policy. Short-term disability benefits will offset, and are not in addition to, the salary continuation provided under this policy. [If eligible for parental leave, you must apply all accrued, unused sick days and vacation time to the balance of the parental leave period.]

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In general, the period of paid and unpaid parental leave should not extend beyond [**six (6) months**] for the primary caregiver. When you are ready to return from parental leave, the Company will attempt to **reinstate you** to your former position or one with equivalent pay, benefits, and other employment terms. You are entitled to reinstatement, however, only if you would have continued to be employed had parental leave not been taken. For example, you are not entitled to reinstatement if, because of a layoff, reduction in force or other reason, you would not be employed at the time you seek to return to work. Further, if you fail to return to work at the end of the approved leave period, you will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.

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