**Paid Family and Medical Leave**

**Purpose**

[Company Name] recognizes the need for paid time off to allow employees to achieve work/life balance. This policy provides paid leave for family- and medical-related absences.

**Eligibility**

All employees who have worked for [Company Name] for at least 12 months are eligible for paid family and medical leave.

**Paid Leave**

[Company Name] provides [no less than two weeks] of paid leave at [percentage no less than 50%] of the employee’s base pay for the following purposes:

* Birth of an employee’s child and to care for the child.
* Placement of a child with the employee for adoption or foster care.
* To care for the employee’s spouse, child or parent who has a serious health condition.
* A serious health condition that makes the employee unable to perform the functions of his or her position.
* Any qualifying exigency due to an employee’s spouse, child or parent being on covered active duty (or having been notified of an impending call or order to covered active duty) in the armed forces.
* To care for a service member who is the employee’s spouse, child, parent or next of kin.

Leave will be paid at [percentage no less than 50%] of pay based on a 40-hour workweek for full-time employees. Part-time employees will receive paid family and medical leave on a prorated basis determined by their average weekly hours over the preceding eight weeks. Paid leave will apply to the first [amount of time no less than two weeks] of qualifying leave.

Employees may use other paid-time-off (PTO) hours during the two weeks of paid family and medical leave, not to exceed a total of 100 percent of pay. Employees must use available PTO hours for leave exceeding two weeks.

Paid family and medical leave will run concurrently with leave provided under the Family and Medical Leave Act (FMLA) when applicable.

**Notice Requirements**

The employee must provide his or her supervisor 30 days’ notice of the requested leave (or as much notice as practicable if the leave is not foreseeable) and submit the leave request forms to the human resources department.