

COMPANY NAME

EMPLOYEE LEAVE

Eligible employees may take up to 6 weeks of unpaid leave. Employees are eligible if they have worked for _____ for at least one year. For the duration of the 6 weeks unpaid leave _____ will maintain the employee's health insurance benefit if the employee was previously receiving a health benefit.

Reasons for Taking Leave:

The birth of a child, to care for a family member who has a serious health condition, or if the employee is ill and unable to perform their job.

Advance Notice and Medical Verification:

The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable." The _____ employer may require medical confirmation to support a request for leave because of a serious health condition and a fitness for duty report to return to work.

Upon returning to work the employee will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms.

Employee Signature _____

Date _____