[AGENCY]will provide maternity/paternity leave to employees for the birth of a child, adoption or long-term fostering of a child. The purpose of this leave is to enable the employees to care for and bond with a newborn or a newly adopted or newly placed child.

Employees may take up to 12 weeks. If the employee chooses to extend past the 12 weeks, then the staff may use Personal Time Off (“PTO”), only if pre-approved by Senior Management. If the staff member does not have accrued PTO time, then they may take the approved time, but it shall be unpaid.

* For all staff going out on maternity/paternity leave, that have worked at [AGENCY]for less than 5 years:
	+ Will receive 2 week’s pay at 100% from the agency.
	+ For the remaining 10 weeks, the staff shall either use accrued PTO and/or be placed on Short-term Disability.
* For all staff going out on maternity/paternity leave, that have worked at [AGENCY]for more than 5 years:
	+ Will receive 6 week’s pay at 100% from the agency.
	+ For the remaining 6 weeks, the staff shall either use accrued PTO and/or be placed on Short-term Disability.
* Short-term Disability Policy terms (available under separate cover)