

[LOGO]

Policy Manual

16. Maternity Leave Policy

Scope

Describe the scope of the policy, for example:

"The policy covers all employees who are pregnant, have recently given birth or who are breastfeeding. It covers part-time, full time and [company] employees. It also covers male employees in the event of the mother's death."

Duration

Confirm whether this policy is Temporary or Permanent.

Effective Date

State the date from when this policy is effective.

Policy

Describe the objective of this policy:

Ante Natal and Post Natal Care

An employee is entitled to paid leave for ante-natal and post-natal care. An employee will receive paid leave for any ante-natal medical appointments before the birth and postnatal medical appointments for the first [X] weeks following the birth. An employee must give her supervisor [X] week's written notice of any appointment and must produce a certificate/record that the visit took place. If an employee needs urgent medical attention, she must give written notice of the appointment within [X] week of the appointment taking place.

Maternity Policy

An employee must notify her supervisor, in writing, of her intention to take maternity leave no later than [X] weeks before maternity leave begins. The employee must produce a medical certificate confirming the pregnancy and giving the expected date of confinement. A pregnant employee is entitled to [X] weeks maternity leave. The employee must take at least [X] weeks leave before the expected birth of the baby and no less than 4 weeks after the birth of the baby. An employee may not take more than [X] weeks leave after the birth of the baby.

Returning to Work

Policy Manual Outline Format

**American Management
Association, Eileen Ahern**



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7 Steps to Better Written Policies and Procedures Stephen Butler Page, 2001 Includes exercises suggested answers checklists sample policies and procedures *Quality Assurance and Quality Improvement Handbook for Human Research* Leslie M. Howes, Sarah A. White, Barbara E. Bierer, 2019-11-05 Helping human research protection program professionals create implement and evaluate quality assurance quality improvement programs *Quality Assurance and Quality Improvement Handbook for Human Research* is the first comprehensively designed instructional manual aimed at teaching human research protection program HRPP professionals how to create implement evaluate and improve QA QI programs Geared toward institutions and individuals responsible for establishing new QA QI programs or functions the book offers several organizational models for consideration It also provides practical information for improving and strengthening established programs both big and small Written in a conversational style the book's step by step instructions make it easily accessible to those who may not be well versed in QA QI concepts and fundamentals Developed by the QA QI Subcommittee of the Harvard Catalyst Regulatory Foundations Ethics and Law Program which is committed to designing and strengthening QA QI programs and functions this volume includes contributions by fifteen experts with diverse professional experiences from varied organizations is enhanced with flow charts examples sample forms and templates incorporates model slide presentations and instructional materials discusses the respective benefits and challenges of different organizational models is applicable across many organizational types with a variety of reporting structures and available resources including academic and medical institutions Perfect for both seasoned personnel and newcomers to the field *Quality Assurance and Quality Improvement Handbook for Human Research* is a needed resource for ensuring investigative accountability Contributors Hila Bernstein MS MPH Barbara E Bierer MD Elizabeth Bowie JD MPH MSc Susan Corl MSW MPH CIP CCRP Jacquelyn My Do MPH Lisa Gabel CIP Alyssa Gateman MPH CCRP Jennifer A Graf Nareg D Grigorian Leslie M Howes MPH CIP Jennifer Hutchinson CIP CPIA Cynthia Monahan MBA CIP Eunice Newbert MPH Sarah A White MPH CIP Elizabeth Witte MFA

The Credentialing Handbook Sheryl Deutsch, Sheryl K. Deutsch, Christine S. Mobley, 1999 The Credentialing Handbook provides comprehensive plain English guidance to understand and master the provider credentialing process in any health care setting With sample forms checklists flowcharts and correspondence this practical guide walks you through every aspect of effective credentialing appointment and recredentialing You'll learn key steps in the credentialing process about express credentialing models how to credential allied health practitioners typical time frames and tracking systems pros and cons of delegating credentialing plus more

Writing Effective Policies and Procedures Nancy Campbell, 1998 A step by step resource for clear communication of all types of policies and procedures Policies and procedures they're what make a company run efficiently and legally Now managers have a definitive guide to creating accurate policies and procedures documents The book is useful for professionals in such areas as health and safety human resources office

management administration quality manufacturing customer service finance and accounting Readers will enjoy the unusually friendly informal approach of this book Loaded with examples checklists guidelines quick tips work plans and forms it is ready for immediate use The book shows how to write and design documents clearly so employees will understand and follow the policies plan analyze and research each element help employees increase efficiency reduce mistakes and frustration and save time and money by providing clear guidelines to follow avoid legal mistakes that can get a company in trouble

Handbook of Emergency Psychiatry for Clinical Administrators Gail M. Barton,Rohn S. Friedman,2018-09-24
Originally published in 1986 this volume presents the clinical and administrative aspects of emergency psychiatry from the point of view of the clinician administrator involved in organizing and running an emergency service Part 1 provides an administrative overview of psychiatric emergency care the development of the field the concepts the patient profile the team the architecture fiscal planning legal constraints as well as training and research issues Part 2 describes psychiatric emergency care delivery systems in the emergency department the average hospital wards the community mental health centers and health maintenance organizations Part 3 gives examples of the process of administration in one instance how a psychiatric emergency service developed in the other how one functions day to day and what themes recur administratively Part 4 focuses on protocols and models useful to the emergency service administrator protocols records standards of care politics liaison with the court mobile response collaborative arrangements and disaster preparedness Part 5 provides an annotated bibliography which reviews and draws attention to the relevant literature for the clinicians and administrators to use in practicing emergency psychiatry

Personnel Policies, Including an Outline and Sample Personnel Policy Manual for Park and Recreation Departments James C. McChesney,1966 Athletic Director's Desk Reference Donna A. Lopiano,Connee Zotos,2022-02-15 This applied reference includes management tips planning tools and policies for athletic administrators Designed primarily as a reference for intercollegiate athletic program administrators high school athletic administrators courses in athletic administrations and libraries *Virtual Gal Friday's Virtual Assistant Start Up Guide* , FBI Law Enforcement Bulletin ,2000

Workbook for Health Insurance Today - E-Book Janet I. Beik,2015-01-01 Corresponding to the chapters in Health Insurance Today 5th Edition this workbook gives you practice with the skills you will need to succeed as a health insurance professional Practical assignments reinforce the information in the text and engaging learning activities and exercises challenge you to apply your knowledge to real world situations Performance objectives include hands on application based learning activities with practice in areas such as completing claim forms posting payments to a patient s ledger filling out Release to Return to Work forms and filling out Medicare appeals Critical thinking activities strengthen your ability to apply health insurance concepts to a variety of challenging situations Defining Chapter Terms activities help you review and understand key terms in each chapter Chapter assessments test your knowledge of text content with multiple choice true false short answer fill in the blank and matching questions Problem solving collaborative

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Group Practice Personnel Policies Manual Courtney Price, PhD, 1997 How to Prepare and Maintain a Supervisors' Policy Manual American Management Association, Eileen Ahern, 1947 Athletic Director's Desk Reference Lopiano,

Donna,Zotos, Connee,2013-11-07 Athletic Director s Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size **Teaching ESL Composition** Dana R. Ferris,John Hedgcock,John S. Hedgcock,2004-09-15 Presents pedagogical approaches to the teaching of ESL composition in the framework of current theoretical perspectives on second language writing processes practises and writers *Front Office Management for the Veterinary Team E-Book* Heather Prendergast,2018-12-20 NEW Strategic Planning chapter discusses how to strategically plan for the successful future of the veterinary hospital and will include details on growing the practice planning the workforce meeting consumer needs and increasing the value of the practice NEW The Leadership Team chapter discusses how leadership affects the paraprofessional staff provides suggestions for effective leadership strategies and methods to set expectations for employees including attracting and retaining employees leveraging empowering and driving employee engagement NEW Standard Operating Procedures provides a checklist of important tasks associated with that chapter that must be addressed completed in the veterinary practice setting **Business Writing That Counts!** Julie Miller,2007-02 Includes special section Business writing that sells Sticker on cover **Introduction to Health Services Management** S. W. Booyens,2008 Ideal for all students studying first level health services management this invaluable all in one resource describes the environmental factors that affect health services policy and planning the organization of services at the macro and micro level and other issues such as staff absenteeism and management

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