

[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

**Lisa A. Wines, Judy A. Nelson, Natalie  
Fikac**



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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

**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

**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

*Director of Nursing Handbook for Long Term Care* LTC Books , 2023-04-07 2024 Edition for MDS v1 19 1 Comprehensive manual for the new or experienced Director of Nursing All the essential information on Staffing Resident Care Quality Assurance MDS Essentials Nursing Policy and Procedure Long Term Care Regulations Survey Protocols Forms in the book for Nursing budget Staffing Scheduling employee records Staff Education Quality Assurance audits Infection Control Current with all RAI Manual Updates PDPM updates Surveyor Guidelines and Federal Regulatory Changes Updated Survey Section with F Tags List Survey Focus Areas for F Tag Deficiencies Federal Regulatory Groups for Long Term Care Matrix for Providers and Surveyor s Entrance Conference Worksheet Includes FREE MDS Assessment Scheduling Calendar

**Operational Policy Making for Professional Security** Allen Sondej, 2015-09-09 Operational Policy Making for Professional Security Practical Policy Skills for the Public and Private Sector is a clear concise and practical resource for drafting effective legally defensible security

policies Presented in a clear step by step style that can be tailored to fit the smallest organization to the largest the book offers the strategies needed for reducing risk through solid policy construction It is the first book available that provides a step by step guide to basic security policy construction along with helpful hints on how to draft a document that conveys exactly what is intended The book explores common policy creation pitfalls and how to avoid them outlining proven methods for implementing and disseminating effective policies throughout any organization Discussing the core security and safety policies that no organization should operate without the book covers common types of policies along with the pros and cons of different policy making methodologies It is a one stop reference on functional security policy making for organizational leaders User friendly resource that guides readers through the entire policy making process Explores real world solutions to common security policy issues Outlines legally defensible policy suggestions Provides analytical tools for assessing policies to ensure they are effective and lawful Illustrates key concepts with case studies and offers an appendix with samples that support concepts explored in each chapter

### **Library Policies: Analysis, Formulation and Use in Academic**

**Institutions** Duane E,1972

*Group Practice Personnel Policies Manual* Courtney Price, PhD,1997

*FBI Law*

*Enforcement Bulletin* ,2000

Virtual Gal Friday's Virtual Assistant Start Up Guide ,

### **The Complete Restaurant**

### **Management Guide**

Robert T. Gordon,Mark H. Brezinski,2016-04-08 Two highly successful veterans in the restaurant

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How to

Prepare and Maintain a Supervisors' Policy Manual American Management Association,Eileen Ahern,1947

Administrative

Leaders and School Counselors

Lisa A. Wines,Judy A. Nelson,Natalie Fikac,2023-09-26 This practice based text offers a

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**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

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at the back of the mouth two on the top two on the bottom

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