

The Right Fit: Leave Policies – Small Firm Policy Examples

Small Company (< 50 employees) Policy Examples

Good Example

Provider: Confidential (Location: Atlanta, GA)

Length of Paid Leave: 2 weeks

Details: While firms under 50 employees in a 75-mile area are not obligated to observe FMLA, employers may choose to provide comparable leave. Employees receive two weeks of paid leave, followed by 10 weeks of unpaid leave and guarantee that their job will be waiting for her when she returns.

To help financially, you might consider allowing the employee to save vacation days to use during maternity leave

Eligibility: All employees, who have worked full-time for the company for 1 year and are in good standing.

Better Example

Provider: Confidential (Location: Tampa, FL)

Length of Paid Leave: 4 weeks

Total Leave Allowance: 16 weeks

Details: Employees receive a percentage of their salary for 4 weeks based upon tenure (40% for 12-36 months; 60% for 36-60 months; 80% for 60 months+). You may use available/accrued PTO & sick leave time, which are paid 100% of your salary amount. You may request up to 4-8 weeks of additional unpaid leave.

Eligibility: All employees, who have worked full-time for the company for 6 months and are in good standing.

Best Example

Provider: Confidential (Location: Colorado Springs, CO)

Length of Paid Leave: 10 weeks

Details: Female employees receive 10 weeks of paid maternity leave with the option to take up to an additional 8 weeks unpaid but with continued health insurance coverage. Paternity leave allows for 3 weeks paid leave.

Eligibility: Applies to woman who delivered a baby either vaginally or by c-section.