Short-term disability pregnancy policy template

## Brief & Purpose

At [Organization Name], we understand the unpredictability of health challenges during pregnancy. This policy aims to provide a safety net for our employees, ensuring they can prioritize their health without the added stress of job security or financial instability.

By offering this support, we aim to foster a compassionate work environment where employees feel valued and cared for during critical life events.

### Eligibility

All full-time employees of [Organization Name] are eligible for short-term disability leave due to pregnancy complications, provided they have been with the organization for a minimum of 12 months.

This duration ensures that employees have a reasonable tenure with the company, reflecting our commitment to both newer and long-standing team members.

### Duration

The standard duration for short-term disability leave due to pregnancy complications is up to 12 weeks. However, we recognize that every individual's health situation is unique. If an employee requires an extended period of leave beyond the initial 12 weeks, they can request an extension.

This request will be considered based on the medical certification provided and the nature of the complications.

### Compensation

During the short-term disability leave, employees will be compensated at 70% of their regular salary. This compensation rate ensures that employees can manage their financial obligations while focusing on their health. The rate has been determined keeping in mind a balance between organizational sustainability and employee welfare.

### Documentation

To avail of the short-term disability leave, employees must provide a medical certificate from a licensed healthcare provider. This certificate should detail:

* The specific nature of the pregnancy complication.
* The anticipated duration of the disability.
* Any treatments or interventions prescribed.

This documentation ensures transparency and helps the HR department make informed decisions regarding the leave request.

### Procedure

**1. Immediate Notification**

As soon as an employee becomes aware of a pregnancy-related complication that may require leave, they should notify the HR department. Early notification allows for smoother transitions and planning.

**2. Submission of medical documentation**

Employees must submit the required medical certificate to HR. This documentation will serve as the basis for the leave approval.

**3. HR review**

The HR department will review the submitted documents, verify the eligibility criteria, and then approve or decline the leave request.

**4. Regular check-ins**

During the leave period, employees might be required to check in regularly with HR. This ensures the organization stays updated on the employee's health status and any potential changes to the leave duration.

**5. Return to work**

Before resuming their duties, employees may need to provide a fitness certificate from their healthcare provider. This ensures they are fit to return to work and that there's no risk to their health.