

## STAFF HANDBOOK POLICY REVISION

**Item:** To revise the staff handbook section 3.9 regarding Maternity Leave.

**Discussion:**

1. Section 3.9 of the employee handbook addresses employee maternity leave.
2. Employees currently do not have any other choice but to use sick leave the birth of a baby, or adoption of a child. Using up all sick leave for these reasons does not leave the employee options in the event of an illness or accident.
3. The Town should offer maternity/paternity leave to assist new parents in caring for their child.

**Recommendation:**

1. Town Council adopts the following revision to the Employee Handbook

**3.9 Maternity and Paternity Leave**

The Township will provide eight weeks of paid maternity leave to the mother for the birth of a child. The Township will provide two weeks of paternity leave to the father for the birth of a child and to the mother or father for the adoption of a child.