



All leaves run concurrently with FMLA and Short Term Disability (*PFL, NY only – excludes maternity leave). All leaves must be taken within the first year of the child being born and/or adopted.

Local HR and the employee’s manager must approve all leaves.

Eligible employees with access to the required equipment may be approved by the HR department for telecommute flexibility *up to 4 weeks preceding and/or succeeding* the baby’s birth. Telecommute flexibility allows the employee to work from home for the entire 4 weeks preceding and succeeding the baby’s birth

Maternity Ramp Down – Ramp Up Program Schedule (*Professional employee only need to complete*)

Ramp down before maternity leave

Week Number	Number of <i>days</i> working	Telecommuting	In Office	Week of
		✓	✓	
4	4			
3	3			
2	2			
1	1			

Ramp up after maternity leave

Week Number	Number of <i>days</i> working	Telecommuting	In Office	Week of
		✓	✓	
1	1			
2	2			
3	3			
4	4			
5	Full week back at work			

Notes (optional/HR only): _____

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

HR Signature: _____

Date: _____