



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.

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

Ramp down before maternity leave

Week	Number of <i>days</i> working	Telecommuting ✓	In Office ✓	Week of
4	4			
3	3			
2	2			
1	1			
<p>Important: Eligible employees with access to the required equipment may be approved by the HR department for telecommute flexibility <i>up to 4 weeks preceding</i> the baby’s birth.</p>				

Ramp up after maternity leave

Week	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			
<p>Important: Eligible employees with access to the required equipment may be approved by the HR department for telecommute flexibility <i>up to 4 weeks succeeding</i> the baby’s birth.</p>				

***Telecommute flexibility allows the employee to work from home for the entire 4 weeks preceding and succeeding the baby’s birth.**

Employee Signature: _____

HR Signature: _____

Manager Signature: _____

Date: _____