



# Pohnpei State Government

Division of Personnel, Labor & Manpower Development

P.O. Box 1567

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Office of the Director

Date: \_\_\_\_\_

## MEMORANDUM

TO: Chief, Div. of Personnel Labor & Manpower Development

FROM:

SUBJECT: Paternity Leave

This is to authorize (Mr.) \_\_\_\_\_ for the paternity leave of \_\_\_\_\_ hours from \_\_\_\_\_ to \_\_\_\_\_ with Social Security No. \_\_\_\_\_ and employed by the \_\_\_\_\_, Pohnpei State Government.

I understand that Pursuant to **SL. No. 10L-85-22** of the Pohnpei Code amended that leave of absence for **Paternity** shall be granted to male employee for not more than 120 hours within a twelve months period, **PROVIDED** that in the absence of the caring presence of the mother due to death, severe illness or abandonment of the newborn child, the paternity leave shall be granted to a male employee for the duration of the maternity leave that would otherwise have been extended to the mother of the child to extent that it exceeds the normal grant of paternity, whichever is greater.

- a) For purposes of this section, "paternity leave" means leave taken at such times are approved by the employee's supervisor in connection with the birth of a child of the employee who is the spouse of the mother and upon and after of the birth of child.
- b) Paid paternity leave shall not be considered to be annual leave or sick leave.
- c) Paid paternity leave shall not accumulate for any subsequent use if not used by an employee within the twelve-month period following the first day that such leave is taken.
- d) The employer through its management officials may require the employee to provide sufficient notice of his paternity leave.

Thank you,

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Certified by:** Meryda S. Inos  
Chief, PL&MD

**Approved by:** Sihna N. Lawrence  
Director, Dept. of  
Treasury and Admin.

**Attachment:**  
Doctor's Certification  
Approved Leave