



Pohnpei State Government

Division of Personnel, Labor & Manpower Development

P.O. Box 1567

Kolonia Pohnpei, FM 96941

Tel: (691) 320-3000

Email: personnel@pohnpeidota.fm

Office of the Director

Date: _____

MEMORANDUM

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

FROM:

SUBJECT: Maternity Leave

This is to authorize (Mrs./Ms.) _____ for the maternity 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 **Maternity** shall be granted to female employee for not more than 240 hours within twelve months.

- (a) For purpose of this subsection, “maternity leave” means leave in connection with the birth of a child of the employee and may be taken at the request of the employee during the pregnancy and upon and after the birth of the child.
- (b) Paid maternity leave shall not be considered to be annual leave or sick leave.
- (c) Paid maternity 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 official may require the employee to provide a doctor’s certificate indicating general condition during pregnancy and the expected delivery date.

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.