FIFTEENTH EDITION

HUMAN RESOURCE MANAGEMENT



Mathis | Jackson | Valentine | Meglich

Human Resource Management 14th Edition Mathis Jackson

Juliastuti,Ansari,Rohimah, Dwi Astutiek,Acai Sudirman,Diqbal Satyanegara, Andi Malanti K. Paerah,Dasep Dodi Hidayah,Dipa Teruna Awaludin,Hamdi Harmen,Nidia Rismania Dewi **Human Resource Management 14th Edition Mathis Jackson:**

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reply to the employee within 28 days tell them they re entitled to 52 weeks maternity leave confirm their return to work date they can change it later if they want to take less but must give you 8 weeks notice if the employee tells you how long they want off use this to work out their return to work date

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employer's confirmation of maternity leave letter when you receive the employee's maternity leave request you typically respond with a confirmation letter your response acknowledges the request outlines the terms of the leave including duration and maternity pay and outlines the process for the team member returning to work

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the proper maternity leave letter to employer format includes a brief statement of your pregnancy the exact dates of your departure and return from the leave and depending on company policy an enclosed confirmation of pregnancy from your doctor

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this letter is to inform you that your maternity leave request has been reviewed and approved we understand that you will have to be absent from may 15 to june 15 we wish you a safe and relatively easy delivery and look forward to seeing you and

your baby very soon

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