

Sample pregnancy counseling letter

You must be aware that there are certain hazards common in a veterinary hospital that pose significant risks to a developing fetus. There is a strong likelihood that you and your fetus will be exposed to at least some of those risks during your pregnancy if you continue to work in your present capacity.

Rest assured, we will do everything practical to eliminate risks wherever possible and to minimize the hazards through control means in all other situations. We will work with you and your physician to ensure your pregnancy is not compromised by your employment. Likewise, you are expected to adhere to all safety rules relevant to the procedure being performed or the product being used. However, if you choose to continue work in your present position during your pregnancy, you must be capable of performing the essential requirements of the position. If you cannot perform the essential requirements of your position safely, you may request a transfer to an administrative position if one is available or you may request unpaid pregnancy leave in accordance with our established hospital policy on leave.

We realize that this decision is a personal one and every woman must make her own choices. You can consult with your physician and/or attorney prior to making this decision, but we must know your decision within 5 working days in order to make appropriate staffing arrangements if necessary.

Supervisor signature and date

Staff member signature and date