

Maternity/Parental Leave

Policy No. 311

Policy Statement: Employees may request a maternity and parental unpaid leave of absence.

Procedure:

- a) An employee intending to take such leave should submit a written request to their immediate supervisor or designate within four (4) weeks prior to the commencement of the leave or as soon as practicable prior to such leave.
 - the employee is to specify in their written request on the Request for Leave Form (Appendix 307A Request for Leave Form)
 - the length of the leave
 - a start date for the leave
 - an expected date of return to work

Maternity leave:

Birth mothers can take up to 16 consecutive weeks of unpaid maternity leave. The leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth.

If a pregnancy ends unexpectedly within 16 weeks of the estimated due date, the employee is still entitled to maternity leave but is not entitled to parental leave. The leave will end 16 weeks after it begins.

Parental leave:

Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child. The birth mother is entitled to the combined 16 weeks of maternity leave, plus 62 weeks parental leave for a total of 78 weeks.

- b) Prior to the end of the leave, the employee must provide four (4) weeks written notice of returning to work or not returning to work.
- c) An employee wishing to maintain and continue certain Employee Group Plan benefits and coverage shall contact the person responsible for administration of the Plan and make arrangements for the pre-payment of 100% of the premium costs of the eligible benefits coverage for the period of the leave of absence. Failure to do so will nullify the eligibility for benefits.

Refer to Appendix:

307A Request for Leave Form