



**Policy Type:** Human Resources

**Policy #:** HR-700-06

**Approved by Council on:** June 25, 2018

## **Human Resources – Pregnancy & Parental Leave**

### **Policy**

Employees who have at least thirteen (13) weeks service with the Town of Prescott are entitled to pregnancy and parental leave in accordance with this Policy.

### **Objective**

To provide pregnancy and parental leave in accordance with the Employment Standards Act, 2000 as amended from time to time.

### **Procedure**

#### **Non Union Employees**

Non-union employees shall be granted pregnancy and parental leave as follows:

#### **Pregnancy Leave**

A pregnant employee who has been employed with the Town for at least thirteen (13) weeks prior to the expected date of birth, is entitled to take a pregnancy leave without pay and without loss of service/seniority. The pregnancy leave is for a seventeen (17) week period commencing no earlier than the 17 weeks before her due date and the day on which she gives birth.

An employee taking pregnancy leave must provide at least two (2) weeks written notice to the Town advising of the date that the leave is to begin.

In the event of complications with the pregnancy or a birth, still birth, or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Town of the date the pregnancy leave will begin or has begun.

If the Town requests it, the employee shall provide a certificate from a legally qualified medical practitioner stating, in the case of an employee who stops working because of a complication.



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The pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee must provide the Town at least four (4) weeks' written notice before the day she wishes to end her leave. This notice period can be waived or shortened at the discretion of the CAO.

Permanent Full-Time employees who qualify for pregnancy benefits under the Employment Insurance Act may elect to receive a supplementary maternity benefit for a maximum of seventeen (17) weeks as follows'

<b>Duration of Leave</b>	<b>Benefits Premiums Paid By</b>	<b>Top-up of salary</b>
17	Employer	+13%
17	Employee	+30%
17	Benefits Waived	+30%

### **Parental Leave (includes Adoption Leave)**

If an employee has been in the employ of the Town for at least thirteen (13) weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits, for up to sixty-one (61) or sixty-three (63) weeks following the birth of the child, or the coming of the child into the employee's custody, care, and control for the first time. The term "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

Employees who wish to take a parental leave must commence such leave no later than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time.

Employees who have taken a pregnancy leave and who also desire to take parental leave, must commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the employee for the first time.

The employee must give the Town at least two (2) weeks' written notice of the date the leave is to begin. In the event that an employee who is a parent stops working because the child comes into his or her custody, care and control for the first time earlier than expected, the employee's parental leave begins on the date that the



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employee stopped working and the employee, must give the Town written notice that he or she is taking parental leave within two (2) weeks of stopping work.

Parental leave ends sixty-one (61) weeks after it began if the employee also took pregnancy leave, and sixty-three (63) weeks after it began, otherwise, or on an earlier day if the employee gives the Town at least four (4) weeks' written notice before the earlier day. The notice period can be waived with approval of the CAO.

Permanent Full-Time employees who qualify for Parental benefits under the Employment Insurance Act may elect to receive a supplementary maternity benefit for a maximum of sixty-one (61) weeks or sixty-three (63) weeks if the employee has not taken Pregnancy leave.

<b>Duration of Leave</b>	<b>Benefits Premiums Paid By</b>	<b>Top-up of EI Benefits</b>
61/63	Employer	+13%
61/63	Employee	+30%
61/63	Benefits Waived	+30%

### **General Provisions Applicable to Pregnancy and Parental Leave**

An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Town at least two (2) weeks' written notice.

An employee who has given notice to end leave may change the notice to an earlier date upon giving the Town at least four (4) weeks' written notice before the earlier date.

Employees are entitled, during pregnancy and parental leave, to continue participation in the group benefit plans that they participated in prior to taking the leave. The Town will continue to make the Town's contributions for such group benefit plans unless the employee gives the Town written notice that the employee does not intend to pay the employee's contributions during the leave period, in which case such benefits would cease.

While on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining their rights under an employment contract.

Upon the conclusion of an employee's pregnancy or parental leave, the Town shall reinstate the employee to the position that the employee most recently held with the Town,



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if it still exists, or a comparable position, if it does not. This provision does not apply if the employment of the employee is ended solely for reasons unrelated to the leave.