



3.9 Pregnancy/Maternity and Parental Leave Policy

Intent

This policy is intended to provide employees with guidelines and procedures to be followed in the event of a birth or adoption of a child by the employee or the employee's spouse/partner.

Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing maternity and parental leave. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand operations into additional provinces.

Guidelines

Pregnancy/Maternity Leave

	Alberta	Ontario	British Columbia
Leave Name	Maternity Leave	Pregnancy Leave	Pregnancy Leave
Duration of Leave	Up to 15 weeks	Up to 17 weeks	Up to 17 weeks
Eligibility	Staff members must have completed a minimum of one (1) year of continuous service	Hired at least 13 weeks prior to the expected due date	Pregnancy leave is available to all pregnant employees, regardless of their length of employment
Commencement of Leave	Any time within 12 weeks prior to estimated date of delivery	No earlier than 17 weeks prior to the baby's due date (unless born earlier) and no later than the day the baby is born	No earlier than 11 weeks prior to the expected date of delivery and no later than the date of delivery
Notice Period	At least 6 weeks written notice of intended start to maternity leave	At least 2 weeks written notice of intended start to pregnancy leave	At least 4 weeks written notice of intended start to pregnancy leave
Notice to End Leave	4 weeks written notice of the intention to end the leave or change the return to work date, so long as the date does not run longer than the duration of the leave entitlement	An employee is not required to give notice of a return to work date. In absence of notice the employer will assume the full 17 weeks is being taken. However, if the employee wishes to change the return to work date, they must supply the employer with 4 weeks written notice prior to the original date	An employee is not required to give notice of a return to work date. In absence of notice the employer will assume the full 17 weeks is being taken. However, if the employee wishes to change the return to work date, they must supply the employer with 1 weeks' written notice prior to the date they wish to return to work



Parental Leave

	Alberta	Ontario	British Columbia
Leave Name	Parental Leave	Parental Leave	Parental Leave
Duration of Leave	Up to 37 weeks*	Birth mothers who take pregnancy leave are entitled to up to 35 weeks. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 37 weeks**	Birth mothers who take pregnancy leave are entitled to up to 35 weeks. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 37 weeks**/****
Eligibility	Staff members must have completed a minimum of one (1) year of continuous service	Hired at least 13 weeks prior to the expected due date	All eligible staff members are entitled to take Parental Leave, regardless of their length of employment with the company
Commencement of Leave	Within 52 weeks after the baby was born or came into the parents' care, OR for birth mothers who have taken maternity leave, directly following the end of the maternity leave	No later than 52 weeks after the baby was born or came into the parents' care, OR for birth mothers who have taken pregnancy leave, directly following the cessation of the pregnancy leave, unless the child is not yet in their care***	No later than 52 weeks after the baby was born or came into the parents' care, OR for birth mothers who have taken pregnancy leave, directly following the cessation of the pregnancy leave, unless otherwise agreed upon by the employer and employee
Notice Period	At least 6 weeks written notice of intended start to parental leave (unless the employee was previously on maternity leave and had not agreed to only take 15 weeks of maternity leave)	At least 2 weeks written notice of intended start to parental leave (unless the employee was previously on pregnancy leave and intends to also take parental leave, no notice is required)	At least 4 weeks written notice of intended start to parental leave (unless the was employee previously on pregnancy leave and intends to also take the parental leave, no notice is required)
Notice to End Leave	4 weeks written notice of the intention to end the leave or change the return to work date, so long as the date does not run longer than the duration of the leave entitlement	4 weeks written notice of the intention to end the leave or change the return to work date, so long as the date does not run longer than the duration of the leave entitlement	The employer requests 4 weeks written notice of the intention to end the leave or change the return to work date, so long as the date does not run longer than the duration of the leave entitlement

* Parental leave may be taken by one parent or shared between two parents, but the total combined leave cannot exceed 37 weeks.

** Both parents are eligible to take one period of parental leave.

***Where a baby has been hospitalized since birth and is still in the hospital's care when the pregnancy leave ends. In this case the employee may choose to start the parental leave when the pregnancy leave ends or, return to work and commence the parental leave sometime within the following 52 weeks of the birth or the day the baby first came into the parents' care.

**** If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee is entitled to (up to) an additional five consecutive weeks of unpaid leave, beginning immediately after the end of the 35 or 37 weeks.



Employees intending to take maternity or parental leave are required to provide their manager with written notification of their intention to take the leave with as much notice as possible, and at a minimum, the legislated amount of required notice as determined in the above tables. Employees are requested to indicate their last day of work and their intended return to work date.

The employer reserves the right to request a medical practitioner's certificate stating the expected or actual birth date.

Employees wishing to continue their benefits while on leave are requested to speak to management to determine eligibility. Employees permitted to continue their benefits while on maternity and/or parental leave will be required to maintain payment of the employee portion of monthly premiums.

The employer understands that occasionally extenuating circumstances may arise where an employee requires an extended or amended leave above and beyond the pregnancy/maternity and parental leave entitlements. Extenuating circumstances may include, but are not limited to, health reasons relating to birth or termination of a pregnancy where an employee is unable to return to work and health problems of the infant or child upon birth or coming into the parents' care.

In such situations, British Columbia, Ontario and Alberta's Employment Standards Act/Code may provide for additional leave provisions or the option to interrupt and resume the leave later. Should an employee encounter such a situation they are requested to contact management as soon as reasonably possible to discuss the requirement for a leave amendment/extension. This policy will be updated accordingly should the employer expand operations into additional provinces.

The employer shall honor this policy in accordance with any applicable, governing laws. Employees that require pregnancy/maternity and/or parental leave shall not be discriminated against, nor shall their salary or employment status be negatively affected by the leave. Upon return from the leave employees shall be reinstated to their previous position or a similar position with no effect in their salary/hourly rate.

RELEVANT DOCUMENT

Time Off Request Form