



Name: Pregnancy & Parental Leave Policy – Administrative, Professional and Confidential Staff

Policy Number: 6-2012

Approving Authority: Vice President, Finance & Administration

Approved: January 3, 2006

Responsible Office: Human Resources

Responsibility: Senior Director, Human Resources

Effective Date: As amended, January 1, 2021

Revision Date(s): January 1, 2021, December 3, 2017, February 7, 2017, October 14, 2014

Supersedes: Not applicable

Next Required Review: January, 2024

1. Purpose
 - 1.1 Saint Mary's University supports employee parents in taking time away from our workplace to care for their newly born or newly adopted children.
2. Scope
 - 2.1 This Policy applies to regular full-time, regular part-time and regular full-time sessional Administrative, Professional and Confidential Staff.
3. Policy
 - 3.1 PREGNANCY (MATERNITY) LEAVE:
 - a. Pregnancy leave is available for pregnant employees.
 - b. An eligible employee may take pregnancy leave of up to seventeen (17) weeks.
 - c. An employee can start the leave up to sixteen (16) weeks before the expected date of delivery. The employee must also take at least one (1) week after the date of delivery.
 - d. At least four (4) weeks in advance of the leave, the employee is required to make written application to the Department Head/Director, or designate (copy to Human Resources) indicating the start date of leave, as well as the return to work date. The length of notice may be shorter if there is a certificate from a legally qualified physician stating the employee must leave their position sooner than expected due to medical reasons.
 - e. Prior to the commencement of leave, the employee shall provide Human Resources with a medical certificate indicating the expected date of delivery.

- f. Employment Insurance (EI) maternity leave benefits may be initiated by the employee within twelve (12) weeks of the expected due date. Eligibility for EI benefits is determined based on eligibility in the Employment Insurance Act.
- g. In the event that the pregnancy terminates in or after the 20th week prior to the expected date of delivery, the employee is eligible for pregnancy leave. The leave will commence immediately and will end when seventeen (17) weeks have elapsed. A medical certificate from a legally qualified practitioner is required to be provided to Human Resources.
- h. In the event that the pregnancy terminates within the first nineteen (19) weeks prior to the expected date of delivery, the employee is eligible for sick leave. The Sick Leave policy for Administrative, Professional & Confidential employees would apply.

3.2 PARENTAL LEAVE:

- a. An Employee who has been employed with the Employer for at least thirteen (13) weeks, who becomes a parent for one or more children through the birth of the child or children, is entitled to an unpaid leave of absence of up to sixty-one (61) weeks.
- b. Parental leave can be claimed by one parent or shared between the two parents.
- c. At least four (4) weeks in advance of the parental leave, the employee is required to make written application to the Department Head/Director, or designate (copy to Human Resources) indicating the start date of leave, as well as the return to work date. When an employee qualifies for parental leave as a result of adoption, the employee shall provide as much notice as possible.
- d. Where an employee takes pregnancy leave, the employee is eligible to take parental leave of up to sixty-one (61) weeks. The leave shall commence immediately.

- c. An employee who has three years continuous service or more at the University will be maintained at 95% of their regular annual salary for a period not to exceed seventeen (17) weeks.
- d.

shared and pension contributions will continue on the same employee/employer basis. Details are outlined on the Application for Continuation of Benefits Form While on Leave of Absence as amended from time to time.

- c. Salary increases will be processed if an employee is in receipt of supplemental benefits at the time of the increase. In this situation, supplemental benefits will be re-calculated based on the new salary. If an employee is not in receipt of supplemental benefits, the salary increase will be processed upon the employee's return to work.
- d. Upon return to work, the employee is to return to their previous position or comparable position, with no loss of salary level or vacation entitlements. The period of an employee's leave shall be included in the calculation of continuous service.
- e. Employees who commence a leave during their probationary period shall be required upon returning to work and resuming regular duties to complete their probationary period before being eligible for confirmation.
- f. If an employee resigns from the University the employee shall be terminated effective the date of resignation. If an employee fails to return to work at the conclusion of the leave, and no extensions have been granted, the employee shall be terminated effective the expected date of return.

3.7 RETURNING TO WORK:

If an employee decides to change their original return to work date (i.e. within the 78 weeks), the employee must provide a minimum of four (4) weeks written notice prior to the expected date of return. Written notice is to be provided to the employee's supervisor and the Human Resources Department.