

# Corporate Policies

<b>SECTION: LEAVES OF ABSENCE</b>		
<b>SUBJECT: Pregnancy/Parental Leave - Under Review</b>		
POLICY NO. 9.7.0	EFFECTIVE DATE: October 16, 2002	PAGE: 1 OF 3
SUPERCEDES POLICY DATED: June 1993	APPROVED BY: Council AF123-2002	

## **POLICY STATEMENT:**

The Corporation grants a leave of absence ("LOA") without pay to eligible employees for both pregnancy and parental leaves in accordance with the Ontario Employment Standards Act, 2000.

## **PURPOSE:**

Pregnancy/parental leaves are intended to allow an employee to care for a new family member.

## **SCOPE:**

All full-time and part-time employees who have completed thirteen (13) weeks of employment.

All full-time and part-time employees who were employed more than thirteen (13) weeks prior to their due date.

A pregnancy leave of absence is available only to the natural mother.

A parental leave of absence is available to the natural parents and an adoptive parent.

## **PROCEDURE:**

### **1) SERVICE ACCRUAL**

- a) Pregnancy and parental (LOA) shall be unpaid. Statutory holidays that occur during the leave will not be paid.
- b) Employees continue to accrue service credits during the leave for purposes of vacation, sick leave and service based salary adjustments.

### **2) BENEFITS**

- a) Benefit premiums paid by the Corporation on behalf of the employee prior to the LOA shall continue during the LOA period. These benefits include the extended health care, dental and vision care plans, group life insurance and accidental death and dismemberment coverage.
- b) Coverage for benefits normally paid for by the employee (i.e. LTD) may be continued by the employee during the LOA. The employee shall make arrangements with Payroll to provide post-dated cheques for benefit premium payments at least two (2) weeks prior to commencement of their LOA.
- c) Arrangements to purchase the period of broken service for the OMERS pension plan, shall be made upon the employee's return to work. The procedure for the purchase shall be in accordance with OMERS regulations.

# Corporate Policies

<b>SECTION: LEAVES OF ABSENCE</b>		
<b>SUBJECT: Pregnancy/Parental Leave</b>		
POLICY NO. 9.7.0	EFFECTIVE DATE: October 16, 2002	PAGE: 1 OF 3
SUPERCEDES POLICY DATED: June 1993	APPROVED BY: Council AF123-2002	

## 3) ENTITLEMENT

An employee is entitled to:

- a) For the natural mother:
  - i. seventeen (17) weeks of unpaid leave of absence for pregnancy and;
  - ii. thirty-five (35) weeks of unpaid leave of absence for parental.
  
- b) For the father, adoptive parents, and mothers who did not take pregnancy leave:
  - i. thirty-seven (37) weeks of unpaid leave of absence for parental.

## 4) COMMENCEMENT OF THE LEAVE

As per the Ontario Employment Standards Act, 2000 the following regulations apply:

- a) For the natural mother:
  - i. Pregnancy leave may commence up to seventeen (17) weeks before the expected date of delivery and no later than the date the child is born or the employees due date, whichever occurs first.
  - ii. Parental leave commences when pregnancy leave ends.
  
- b) For the father and adoptive parent:
  - i. Parental leave must commence within fifty-two (52) weeks after the birth or after the child first comes into the custody and control of a parent.

## 5) NOTICE OF LEAVE

- a) Employees are required to give their supervisor a minimum of four (4) weeks notice in writing of the date the pregnancy and parental leave is to begin.
- b) A signed Doctor's certificate indicating the estimated due date of delivery must accompany the status change notice form in the case of a pregnancy leave. For a parental leave, medical documentation of the birth or a verification of child custody must be provided.
- c) An employee intending to commence their LOA earlier than the date originally indicated must notify their supervisor in writing at least two weeks before the leave was to begin.
- d) Application for Employment Insurance ("E.I.") benefits is the responsibility of the employee.

## 6) TERMINATION OF THE LEAVE

- a) Employees on a LOA intending to revise the date of their return from the LOA must notify their supervisor in writing a minimum of four (4) weeks before the date the leave was to end.

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**

**SUBJECT: Pregnancy/Parental Leave**

POLICY NO. 9.7.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 3

SUPERCEDES POLICY DATED: June 1993

APPROVED BY: Council AF123-2002

- b) Employees must confirm their return to work date with their supervisor two (2) weeks prior to the return.
- c) Upon return from leave, the employee shall be reinstated into their previous position should it exist or a comparable position commensurate with the employee's qualifications, experience and ability.
- d) Employees who choose not to return to work after the leave must provide four (4) weeks notice of their resignation.

## 7) JOB POSTINGS

- a) Employees on approved pregnancy or parental LOA are eligible to apply for job postings.

## ACCOUNTABILITY:

It is the responsibility of the supervisor to ensure adherence to this policy as outlined.

## ADMINISTRATION:

Human Resources Division, City of Brampton 5<sup>th</sup> Flr- 2 Wellington St. West Brampton, Ontario L6Y 4R2

## CONTACT:

Human Resources Division