

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> E-06
<b>POLICY:</b> Pregnancy Leave and Parental Leave			
<b>DATE:</b> OCT30/91	<b>REV. DATE:</b> NOV24/04	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 6

**POLICY STATEMENT:**

Pregnancy leave and parental leave are available to all employees who have at least thirteen (13) weeks service with the County of Renfrew.

**PROCEDURE:**

1. Consult the appropriate Union contract for any deviations to this policy.
2. The following provisions of the *Employment Standards Act 2000* apply:
  - (a) concerning Pregnancy Leave:
    - (i) employees who are pregnant and who have been employed with the Employer for a least thirteen (13) weeks prior to the expected date of birth are entitled to take a pregnancy leave without pay and without loss of service/seniority or benefits. The pregnancy leave is for a seventeen (17) week period commencing on the date requested by the mother to commence leave, or the date of birth (whichever is first);
    - (ii) employees taking pregnancy leave must provide at least two (2) weeks written notice to the Employer advising of the date that the leave will begin. The date chosen for commencing leave must be no more than seventeen (17) weeks prior to the expected date of birth as confirmed by the woman's physician;
    - (iii) in the event of complications with the pregnancy or because of ~~the~~ 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 Employer of the date the pregnancy leave will begin or has begun. The employee provides the Employer with a certificate from her physician stating the expected birth date of the child; and

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- (iv) 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 provides the Employer with a least four (4) weeks' written notice of the date of return.

(b) concerning Parental Leave (includes Adoptive Leave):

- (i) if an employee has been in the employ of the Employer 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 thirty seven (37) 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;
- (ii) employees who wish to take a parental leave shall commence such leave no more 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;
- (iii) employees who have taken a pregnancy leave and who also desire to take parental leave, shall commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of a parent for the first time;
- (iv) adoptive parents may commence parental leave when the child comes into the custody and control of the parent;
- (v) the employee gives the Employer 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 the custody, care and control of a parent for the first time sooner than expected, the employee, within two (2) weeks of stopping work, provides the Employer with written notice of the

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date the parental leave began. The parental leave begins on the date that the employee stopped working; and

- (vi) parental leave ends thirty-five (35) weeks after it began, if the employee also took pregnancy leave, and thirty-seven (37) weeks after it began, otherwise; or on an earlier day if the employee gives the employer at least four (4) weeks' written notice of that day;
- (c) the following are General Provisions applicable to Pregnancy and Parental Leave:
- (i) an employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Employer at least two (2) weeks' written notice;
  - (ii) an employee who has given notice to end leave may change the notice to an earlier date upon giving the Employer at least four (4) weeks' written notice before the earlier date;
  - (iii) employees are entitled, during pregnancy and parental leave, to continue participation in the benefit plans that they participated in prior to taking the leave. The Employer continues to make the Employer's contributions unless the employee gives the Employer 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;
  - (iv) while on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining salary increment, vacation, and sick leave entitlement;
  - (v) employees are reinstated following return from pregnancy or parental leave in the position that the employee held prior to commencing leave, if it still exists, or a comparable position at the rate equal to the wages most recently paid by the Employer; and

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- (vi) extensions to Pregnancy and Parental Leave are handled under Policy E-08 (General Leave Without Pay).

(d) Pregnancy and Parental Supplemental Unemployment Benefit Plan (SUB)

- (i) After completion of thirteen (13) weeks' continuous employment, an employee who provides the Employer with proof that she has applied for and is in receipt of Employment Insurance Pregnancy benefits pursuant to Section 22, Employment Insurance Act, 1996, shall be paid a Supplementary Unemployment Benefit.
- (ii) After completion of thirteen (13) weeks' continuous employment, an employee who provides the Employer with proof that he/she has applied for and is in receipt of Employment Insurance Parental benefits pursuant to Section 23, Employment Insurance Act, 1996, shall be paid a Supplementary Unemployment Benefit.
- (iii) An applicant shall sign an agreement with the Employer, providing:
- that he/she will return to work and remain in the Employer's employ for a period of at least six (6) weeks after his/her return to work;
  - that he/she will return to work on the date of the expiry of his/her leave, unless this date is modified with the Employer's consent.
- (iv) Should an employee fail to return to work as per the (iii) above, the employee will reimburse the Employer for the amount received as SUB within fifteen (15) days.

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(v) Rate of SUB

In respect of the period of leave, payments made according to the Supplementary Unemployment Benefit Plan will consist of the following:

- for the first two (2) weeks, payments equivalent to ninety-three percent (93%) of weekly wage;
- up to twenty-five (25) additional weeks payments equivalent to the difference between the EI Pregnancy benefits the employee is eligible to receive and ninety-three percent (93%) of her weekly wage;
- where an employee becomes eligible for any salary increase during the period of leave, payments under this clause will be adjusted accordingly;
- weekly wages for part-time employees shall be the average of the last twenty (20) weeks worked immediately preceding the commencement of the leave.

(vi) Vested Interest

Employees do not have the right to SUB payments except for supplementation of EI benefits during the unemployment period as specified in the plan and as may be limited by the terms of the Employment Insurance Regulations.

(vii) Other Income

Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under this SUB plan.

(viii) Auditing

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The Employer is responsible for keeping accurate records to show the effective date of the pregnancy/parental leave SUB plan and that it meets regulatory criteria for auditing purposes.