

Corporate Policies and Procedures			
DEPARTMENT: Human Resources		POLICY #: E-06	
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 1 of 8

POLICY STATEMENT:

The County of Renfrew is committed to assisting employees during the time of welcoming a new child into their family. To that end, every County of Renfrew employee who has at least thirteen (13) consecutive weeks of continuous service is entitled to take Pregnancy and/or Parental Leave.

PROCEDURE:

1. Consult the appropriate Collective Agreement 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 at least thirteen (13) weeks prior to the expected date of birth are entitled to take 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 fifteen (15) weeks prior to the expected date of birth and must be no more than seventeen (17) weeks after the actual date of birth, as confirmed by a physician or qualified medical practitioner.
 - (iii) In the event of complications with the pregnancy or because of a birth 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 must provide the Employer with a certificate from her physician or qualified medical practitioner, stating the expected birth date of the child.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources		POLICY #: E-06	
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 2 of 8

(iv) In the event of a stillbirth or miscarriage that occurs more than seventeen (17) weeks before the due date, an employee is not entitled to pregnancy leave. In the event of a stillbirth or miscarriage that occurs within the seventeen (17) week period before the due date, an employee is entitled to pregnancy leave. The date for commencing the leave is the date of the stillbirth or miscarriage. If the employee has commenced pregnancy leave prior to the stillbirth or miscarriage, the leave is extended to the latter of seventeen (17) weeks after the pregnancy leave began, or twelve (12) weeks after the still birth or miscarriage. The employee is required to provide the Employer with a certificate from a physician or qualified medical practitioner, confirming the date of said matter.

(v) 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 is required to provide the Employer with a least four (4) weeks' written notice of the date of return.

(b) Concerning Parental Leave

(i) Employees who have been employed for at least thirteen (13) weeks are entitled to take an unpaid parental leave, without loss of service/seniority or benefits.

(ii) Prior to commencing parental leave, employees must declare whether standard or extended parental leave option will be taken, and must provide at least two (2) weeks' written notice of the date the leave is to begin.

(iii) Standard Parental Leave

i. Employees are entitled to thirty-seven (37), or thirty-five (35) weeks for those taking pregnancy leave following the birth of a child, or the coming of a child into the employee's custody, care, and control.

ii. Employees taking standard parental leave shall commence the 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 also taken a pregnancy leave shall commence parental leave immediately when the pregnancy leave ends. In the event

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 3 of 8

that the child has not yet come into the custody, care and control of a parent, the employee may either commence leave when the pregnancy leave ends, or opt to return to work and commence parental leave at a later date. If the employee opts to return to work, she must start the parental leave within the fifty-two (52) weeks since the birth, or the date in which the child was placed into their custody, care, and control for the first time.

- iv. Standard parental leave ends thirty-seven (37) weeks after it began. For employees who took pregnancy leave, parental leave ends thirty-five (35) weeks after it began. If an employee opts to return to work earlier than the thirty-five (35) or thirty-seven (37) weeks, the employee must provide the employer with at least four (4) weeks' written notice of the day they will be returning.

(iv) Extended Parental Leave

- i. Employees are entitled to sixty-three (63), or sixty-one (61) weeks for those also taking pregnancy leave following the birth of a child, or the coming of a child into the employee's custody, care and control for the first time.
- ii. Employees taking extended parental leave shall commence the leave no more than seventy-eight (78) weeks after the date that the child is born, or the date the child first came into their care, custody and control.
- iii. Employees who have also taken pregnancy leave shall commence parental leave immediately when the pregnancy leave ends. In the event that the child has not yet come into the custody, care, and control of a parent, the employee may either commence leave when the pregnancy leave ends, or opt to return to work and commence parental leave at a later date. If the employee opts to return to work, she must commence the parental leave with the seventy-eight (78) week period after the birth, or the date in which the child was placed into their custody, care, and control for the first time.
- iv. Extended parental leave ends sixty-three (63) weeks after it began. For employees taking pregnancy leave, parental leave ends sixty-one (61) weeks after it began. If an employee opts to return to work earlier than

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 4 of 8

the sixty-three (63) or sixty-one (61) weeks, the employee must provide the Employer with at least four (4) weeks' written notice of the day they will be returning.

- (v) General Provisions Concerning Parental Leave
- i. 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. Adoptive parents may commence parental leave when the child comes into the custody and control of the parent.
 - iii. An employee who has suffered a stillbirth or miscarriage, or whose spouse has suffered a stillbirth or miscarriage is not eligible for parental leave.
 - iv. In the event that an employee who is a parent stops working because due to a child comes coming 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, must provides the Employer with written notice of the date the parental leave began, and identify which parental leave option is being taken. The parental leave begins on the date that the employee stopped working.
- (c) General Provisions of 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 providing 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.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 5 of 8

- (iv) While on pregnancy and parental leave, employees continue to accumulate service for the purposes of determining salary increment and vacation. Sick leave incentive and merit pay will not be accumulated during pregnancy and/or parental leave.
- (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.
- (vi) Extensions to Pregnancy and Parental Leave are handled under Corporate Policy E-08 – General Leave Without Pay (non-statutory leave of absence).
- (d) Pregnancy and Parental Supplemental Unemployment Benefit Plan (SUB) (Full-Time and Part-Time employees only):
- (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 (SUB).
- (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 SUB.
- (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 must reimburse the Employer for the total amount received as SUB within fifteen (15) business days. The employee is required to provide the employer with at least four (4) weeks' written notice of their

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 6 of 8

resignation. This notice requirement does not apply if the Employer constructively dismisses the employee.

(v) Rate of SUB

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

- For the first week, payments will be equivalent to ninety-three percent (93%) of the employee's weekly wage.
- Employees taking pregnancy leave are entitled to 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. SUB is calculated at fifteen (15) weeks of pregnancy leave, and ten (10) weeks of parental leave.
- Employees taking parental leave are entitled to ten (10) additional weeks' payments equivalent to the difference between the EI Parental benefits the employee is eligible to receive and ninety-three percent (93%) of their 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 Employment Insurance benefits during the unemployment period, as specified in the plan and as may be limited by the terms of the Employment Insurance Regulations.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 7 of 8

(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:

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.

Pregnancy & Parental Leave – Employee Reference Guide			
Leave Title	Eligibility Requirements	Required Length of Service	Leave Entitlement
Pregnancy Leave	Biological mothers, including surrogate mothers who have 13 weeks of continuous service	13 weeks of continuous service	17 weeks
Miscarriage & Stillbirth Leave	Biological mothers, including surrogate mothers who have 13 weeks of continuous service, with the event occurring within the 17-week period before the due date	13 weeks of continuous service	12 weeks Employee also entitled to pregnancy leave. If the employee has commenced pregnancy leave prior to the event, the leave is extended to the latter of the 17 weeks after the pregnancy leave began, of 12 weeks after the event.
Standard Parental Leave	Biological, adoptive or legally recognized parents caring for newborn or newly adopted children.	13 weeks of continuous service	35 weeks when taken with Pregnancy Leave
Extended Parental Leave			37 weeks
		13 weeks of continuous service	61 weeks when taken with Pregnancy Leave
			63 weeks

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-06
POLICY: Pregnancy Leave and Parental Leave			
DATE: OCT30/91	REV. DATE: MAY30/18	COVERAGE: All Employees	PAGE #: 8 of 8

Supplemental Unemployment Benefit Plan (SUB) – Employee Reference Guide <i>(Full-Time & Part-Time Employees Only)</i>			
Leave Title	First week	Entitlement	Total Top-Up
Pregnancy Leave	93% of employee wage	15 weeks of top-up to 93% of income (after EI contribution)	26 weeks of top up (Calculated by 16 weeks Pregnancy Leave + 10 weeks of Parental Leave)
Standard Parental Leave	93% of employee wage	10 weeks of top-up to 93% of income (after EI contribution)	11 weeks of top-up
Extended Parental Leave	93% of employee wage	10 weeks of top-up to 93% of income (after EI contribution)	11 weeks of top-up