

## **PREGNANCY/PARENTAL SUB-PLAN - HR-V-7**

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### **POLICY:**

#### **Pregnancy Leave/Parental Leave**

A leave of absence will be granted to a full-time or part-time non-union employee, for reasons of pregnancy and/or parental leave.

This period of leave shall be granted in accordance with the provisions of the Employment Standards Act.

Employees requesting pregnancy / parental leave must submit a doctor's note indicating the anticipated length of absence along with the Request for Leave of Absence form at least two (2) weeks in advance of the date of commencement of such leave.

The employee shall re-confirm his/her return to work date in either of the aforementioned situations in writing to the employer at least two (2) weeks in advance thereof.

Subsidized benefit entitlement will concur with Policy HR-III-18.

#### **SUB Plan: Pregnancy Leave**

An employee who is on pregnancy leave as provided in Policy HR-III-18 and who applies for and is in receipt of Employment Insurance Pregnancy benefits, pursuant to Section 18 of the' Employment Insurance Regulations, may be entitled to a Supplemental Unemployment Benefit.

The benefit level under the SUB Plan will be equivalent to the difference between eighty (80%) percent of the employee's regular weekly earnings and the sum of the employee's weekly Employment Insurance benefits and any other earnings.

### **POLICY:**

Payments under the SUB Plan shall commence upon completion of the two (2) weeks Employment Insurance Commission waiting period and written confirmation of the amount of employment insurance pregnancy benefit that the employee is in receipt of, satisfactory to the Employer.

Payment of Supplemental Employment Benefits during pregnancy leave shall not exceed fifteen (15) weeks.

The employee does not have any vested right except to receive payments for the covered unemployment period. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan. The plan is financed through the employer's operating budget and the SUB payments will be kept separate from payroll records.

### **SUB Plan: Parental Leave**

An employee who is on parental leave as provided in Policy HR-III-18 and who applies for and is in receipt of Employment Insurance parental benefits, pursuant to Section 20 of the Employment Insurance Regulations, may be paid a Supplemental Unemployment Benefit.

Employees shall advise Human Resources of the type of parental leave they are taking (i.e. standard or extended).

The Benefit level under the SUB Plan will be as follows:

- On a standard parental leave, equivalent to the difference between eighty percent (80%) of the employee's regular weekly earnings, and the amount of the employee's weekly Employment Insurance benefits and any other earnings.
- On an extended parental leave, equivalent to the difference between fifty eight percent (58%) of the employee's regular weekly earnings, and the sum of the Employment Insurance benefits and any other earnings.

Payments under the SUB Plan shall commence upon completion of the two (2) weeks Employment Insurance Commission waiting period, or immediately following pregnancy benefits and written confirmation of the amount and type of employment insurance parental benefits that the employee is in receipt of, satisfactory to the employer.

Payment of Supplemental Unemployment Benefits during pregnancy leave shall not exceed ten (10) weeks.

The employee does not have any vested right except to receive payments for the covered unemployment period. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan. The plan is financed through the employer's operating budget and the SUB payments will be kept separate from payroll records.

**POLICY: HR-V-7**  
**DEPARTMENT:** Human Resources  
**CATEGORY:** Non-Union Benefit Program  
**EFFECTIVE DATE:** July 2024  
**SUPERSEDES VERSION DATED:** February 2020  
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**RECOMMENDED BY:** Human Resources Manager

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources,  
Community Services Administration, Community Services (CRT)

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director



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