

Parental and/or Adoption Leave

Reviewed Date		Number	<i>HR0707</i>
Revised Date	<i>January 17, 2007</i>	Approved Date	<i>January 1, 1992</i>

Introduction

The Board of Health believes in providing fair and equitable benefits to all its employees consistent with the health unit’s mandate to promote and protect public health in the community.

Purpose

This policy details the parameters and employee entitlements in relation to parental or adoption leave. This policy applies to all non-union employees of the health unit. This policy does not apply to those employees who are members of the Ontario Nurses Association who will refer to their collective agreement on this issue.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

An employee who becomes the parent of a child is entitled to 35 weeks parental leave as per the Employment Standards Act. This includes mothers on maternity leave and employees coming into custody, care and control of a child for the first time.

An employee on parental leave is entitled to (35) thirty-five weeks of employer paid benefits.

Seniority will continue to accrue for a maximum of 35 weeks. Vacation and sick leave will be earned for the period of parental leave to a maximum of 35 weeks.

The employee will return to his/her former position on expiration of his/her leave.

If, while the employee is on parental leave, a temporary layoff results which affects him/her, the employee's name will be added to the layoff list in accordance with his/her seniority and recalled accordingly.

Procedures

The following procedures apply to an employee requesting parental leave only. Employees requesting maternity leave will request their parental leave in conjunction with the request for maternity leave.

- Employees are responsible for reviewing relevant policies and procedures related to parental leave and for contacting the local Human Resource Social Development Office (EI office) for the process of claiming EI.
- Vacation earned up to the date of your parental leave must be taken prior to the leave starting. For parental leaves starting before June 30th, any vacation carryover must also be taken prior to the leave starting.
- The employee will contact the HR Generalist for questions related to dates to be used for parental leave and time to be utilized prior to parental leave starting, benefits, pension, and vacation/sick credit accrual during the parental leave.
- The employee will contact the Payroll Accounting Clerk regarding their final pay, record of employment and Salary Top Up processes prior to going on leave.
- The employee will advise the Service Director, Manager and HR Generalist in writing of their pending parental leave a minimum of four (4) weeks in advance of their intended last day of work. This letter will outline the duration of the parental leave. In the event the employee comes into custody, care and control of a child for the first time sooner than expected, the employee must, within two (2) weeks after having stopped work, give the employer written notice that he/she wishes to commence their leave.
- The Director will respond to the employee within two weeks of receipt of the request and copy this response to the Manager and HR Generalist.
- The employee will notify the HR Generalist within 30 days of coming into custody, care or control of the child to provide the name, date of birth and sex. Failure to do so will result in late entrant provisions, benefit purposes and restricted benefit coverage for the new dependent.
- At the expiration of the parental leave, the employee must use the vacation accrued during the leave using one or a combination of the following:
 - Extend leave by amount of vacation accrued on leave
 - Reduce fte utilizing vacation accrued on leave
 - Request a payout of outstanding vacation accrued on leave
- The employee will make known in writing to the Director at least four (4) weeks prior to the expiration of their leave, their intention to return to work. Included in this letter will be their request to use or be paid out for the vacation accrued during the leave.
- The Director will immediately acknowledge this letter in writing and copy the HR Generalist.
- Within two (2) weeks of receiving the letter from the employee, the Director will review the employee's plan for return to work and request for use or pay out of vacation time accrued with the Manager and provide a response in writing back to the employee. A copy of this response will be forwarded to the HR Generalist.

Related Policies

HR0502 – Maternity and Parental Leave Salary Top Up
HR0706 – Maternity Leave

Also refer to:

- SMDHU Benefit Handbook
- Federal Department of Human Resource and Social Development

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

June 26, 2002 - revised

September 2010 Policy re-numbered, previous number B5.100