



4.A-2005: Maternity/Parental/Adoption Leave

1. Overview

- 1.1 St. Mary's University (University) is committed to supporting employees during this very exciting time of welcoming new members into their family, by supporting all legislated requirements around maternity, parental and adoption leave in addition to providing a Supplementary Unemployment Benefits plan (SUB Plan) (Appendix A).

2. Eligibility

- 2.1 To be entitled to unpaid job-protected maternity and/or parental/adoption leave and benefits at St. Mary's University you must have a minimum of 90 consecutive days of employment prior to taking leave.

3. Length of Maternity Leave

- 3.1 The maternity leave to which an employee is entitled is a period of not more than sixteen (16) weeks starting at any time during the twelve (12) weeks immediately before the estimated date of delivery. Maternity leave is a combination of health-related and voluntary leave. The six (6) weeks immediately following the date of delivery is considered the health-related portion of the maternity leave; the rest of the maternity leave is voluntary leave. An employee who takes maternity leave must take a period of leave of at least six (6) weeks immediately following the date of delivery, unless by mutual consent with the University and upon provision of a medical certificate certifying that resumption of work will not endanger their health.

4. Notice to Start Maternity Leave

- 4.1 The employee must give the University at least six (6) weeks written notice indicating when they intend to start maternity leave or parental leave with a medical certificate certifying pregnancy and giving the estimated date of delivery. If medical

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	February 28, 2005	June 2018	Every 5 years

reasons or circumstances related to adoption prevent the employee from giving notice, written notice must be given to the University as soon as possible, at minimum within two (2) weeks of the last day of work, along with a medical certificate, if applicable.

5. Notice of Employer to Start Maternity Leave

- 5.1 If during the twelve (12) weeks immediately prior to the estimated delivery date the pregnancy interferes with the performance of the employee's duties, the University may give the employee written notice requiring the start of maternity leave earlier.

6. Parental/Adoption Leave

- 6.1 An employee requesting Parental/Adoption Leave can take up to thirty-seven (37) consecutive unpaid weeks of leave. Parental leave can be taken by the birth mother, immediately following maternity leave; the other parent; adoptive parents; or both parents, shared between them. Leave can start any time after the birth or adoption of a child, but must be completed within fifty-three (53) weeks of the date the baby is born or placed with the parents. Employees who intend to share parental leave must advise the University in advance.

7. Benefit Coverage

- 7.1 During Maternity/Parental/Adoption Leave, the employee may maintain benefit coverage by paying 100% of the employee and employer premium costs for the benefits they choose to keep.

8. Notice to End Leave or Terminate Employment

- 8.1 Employees must give at least four (4) weeks written notice before the end of the leave that they intend to return to work or to change their return date to the University. The University does not have to reinstate an employee until four (4) weeks after receipt of this notice. An employee who does not wish to resume employment after maternity or parental leave must give the University at least four (4) weeks' written notice of intention to terminate employment.

- 8.2 Where an employee fails to provide this notice, or fails to report to work the day after their leave ends, the employee is not entitled to resume work subsequently and the University is under no obligation to reinstate the employee unless the failure to work is the result of unforeseen or unpreventable circumstances.
- 8.3 When employees resume work after a maternity or parental leave, the University will reinstate the employee in the previously occupied position or provide alternative work of a comparable nature at not less than the earnings and other benefits that they had when the leave started.

Appendix A
Supplementary Unemployment Benefits (SUB Plan) at St. Mary's University

The University's SUB Plan is available only to full-time employees who have 52 weeks of consecutive service at the University prior to the maternity leave, who have given birth, and who can prove that they have applied for and are in receipt of Employment Insurance (EI) benefits.

The University will top up EI benefits for an eight (8) week period after delivery intended to cover that part of the maternity leave that is normally health-related due to recovery from childbirth. The top up benefit, when added to Employment Insurance maternity benefits, provides for 95% of normal earnings during the eligible period. If the maternity disability continues beyond the eight (8) week period, SUB Plan benefits may be extended to a maximum of fifteen (15) weeks based on satisfactory medical evidence by a physician indicating disability due to pregnancy or delivery beyond the standard eight (8) week period.

Please note that this plan does not supplement any EI benefits for parental leave. Payments made under the SUB Plan will be made by direct deposit to the employee's bank account on the regularly scheduled payroll dates (semi-monthly).

BENEFIT COVERAGE COST-SHARING

The University will continue the regular cost sharing benefits arrangement during the period the employee is receiving SUB Plan benefits if the employee is enrolled in the group benefit plans (i.e. employer's portion of Alberta Blue Cross Health & Dental, Life Insurance, AD&D, and Dependent Life, Weekly Indemnity, and Critical Conditions benefit premiums and up to 7% of RRSP matched contributions).

HOW TO APPLY FOR THE SUB PLAN

- Notify the University's Human Resources Department in writing of your intended Maternity Leave dates and your desire to apply for the SUB Plan;
- Contact the closest Service Canada Centre for information and appropriate forms to complete for your application for EI benefits;
- On your last day of work a Record of Employment (ROE) will be issued electronically to Service Canada.
- Once you receive your first cheque from EI, send a copy of this payment to Human Resources at the University, accompanied by documentation indicating proof of delivery

St. Mary's University: 6.K-2018 Casual Illness (Sick Days)

date (available from the attending physician or the hospital). Please keep records of your SUB Plan payments (cheque stubs) from the University's as you may need to report these to Service Canada.