

Policy Number (if applicable):

Approved by: Board of Governors

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Position Responsible for Developing and Maintaining the Policy: Assistant Vice-President, Human Resources Services

Contact Department: Human Resources Services

1. INTENT

This policy is designed to facilitate reasonably flexible arrangements for employees and their families at the time of the birth and adoption of children. This policy does not imply employment right and/or privileges beyond those outlined below.

2. ELIGIBILITY

Full-time and regular part-time TMG staff members who have at least thirteen (13) weeks' continuous service with the University prior to the estimated date of delivery or adoption AND enrolment in Salary Continuance/LTD program is required. Staff members who are already in a period of notice due to their resignation or to the University's decision to discontinue their employment are not eligible for the SUB plan.

To qualify for the Supplemental Unemployment Benefits (SUB) thirteen (13) weeks of continuous service prior to the estimated date of delivery or adoption AND enrolment in our Salary Continuance/LTD program is required. Staff members who are already in a period of notice due to their resignation or to the University's decision to discontinue their employment are not eligible for the SUB plan.

3. LEAVE DURATION AND SALARY

A pregnancy and/or parental leave will be granted to biological parents and adoptive parents in accordance with the Employment Standards Act.

Biological Mother

During pregnancy leave, a biological mother will be provided with a SUB plan accord to the following:

- First two weeks paid at 100% of salary, plus
- Fifteen weeks paid at 95% of salary (95% equals Employment Insurance plus top up paid by the University).

In accordance with the Employment Standards Act, parental leave for a biological mother will commence when the pregnancy leave ends.

Biological Father and Adoptive Parents

During parental leave, biological fathers and adoptive parents may choose either option A or B described below:

- A) First two weeks paid at 100% of plus, plus fifteen weeks paid at 95% of salary (95% equals Employment Insurance plus top up paid by the University)
- OR**
- B) Four weeks paid at 100% of salary (salary paid by the University)

4. RETURN TO WORK

An employee is normally expected to give one month's notice of their return to work date should the return date be different than the planned return date.

When the staff member returns to work, it is the responsibility of the department to reinstate the staff member in the same position, or a comparable position at the same level in the same occupational group.

FOOTNOTE

All payments by the University can only commence when the staff member provides proof that she is receiving EI benefits, or that she is disqualified from EI benefits because of an insufficient number of insurable weeks, or that EI benefits have been exhausted, or that she is in the Employment Insurance Commission's waiting period. Staff members should understand that such proof will not be made until after the leave has commenced and payments from EI have started and hence University payments will be retroactive.

NOTE: For a natural mother, parental leave commences when her maternity/pregnancy leave ends. A staff member is normally expected to give one month's notice of the date of return to work, should this be different from the previously agreed date.