

Policy Number (if applicable):

Approved by: Board of Governors

Date of Most Recent Approval: June 2016

Revision Date(s): July 1989; October 1990; July 1996; April 2005; June 2014, June 2016

Position Responsible for Developing and Maintaining the Policy: Assistant Vice-President and Chief Human Resources Officer

Contact Department: Human Resources Services

Scope

This Policy is effective July 1, 2016 and applies to all full-time and part-time Employees who are members of TMG (The Management Group).

Definitions

An “Employee” when printed with an initial upper case letter is an employee of McMaster University who is a member of TMG.

A “parent” is defined as (i) a child’s biological mother or father; or (ii) a person with whom a child is placed for adoption; or (iii) a person who is in a relationship of some permanence with the parent of the child and who intends to treat the child as his or her own.

“Salary” is defined as: gross base salary, subject to all applicable statutory and payroll deductions.

Pregnancy and Parental Leaves and Eligibility

All Employees are entitled to pregnancy and/or parental leaves in accordance with the *Employment Standards Act, 2000*.

Financial Benefits

An Employee who takes a pregnancy or parental leave pursuant to this Policy is entitled to the financial benefits set out in Option A or Option B below, at his or her election. It is understood that an Employee electing to take a pregnancy leave and a parental leave for the same child (or children) may elect to receive financial benefits for either leave (under either Option) but not both leaves.

Option A

For each week of leave up to the 19th week, inclusive, the University will pay 95% of regular salary, less the maximum amount of weekly pay any individual is eligible to receive in accordance with the EIA (the “EI Max”), regardless of whether or not such amount is actually received by the Employee. If the Employee provides proof that their EIA entitlement is less than the EI Max, her weekly payment from the University will be 95% of regular salary less the amount of their EI entitlement.

OR

Option B

For the first 4 weeks of leave, the University will pay 100% of regular salary.

Other Benefits

- i. An Employee who takes a pregnancy and/or parental leave pursuant to this Policy is entitled to continue to participate in all retirement income and health benefits plans, as may be applicable, including Extended Health, Dental and Basic Group Life, for the duration of the leave(s), provided the employee continues to contribute his or her normal share of the cost of these benefits, including pension and/or Group RRSP contributions.

- ii. Any Employee wishing to continue participation in any of the employee-paid benefits, as may be applicable, such as Long-Term Disability (LTD), Optional Life insurance, and Accidental Death & Dismemberment (AD&D) insurance, must notify Human Resources Services of this decision in advance of the commencement of the leave and arrange for the payment (e.g. payroll deduction) of the employee's normal share of benefit premiums.
- iii. Vacation shall continue to accrue during all pregnancy and parental leaves.

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