

PROCEDURE FOR POLICY 6.11 – Pregnancy and Parental Leaves and Supplemental Employment Insurance Benefits

1. Pregnancy Leave

A PMA Eligible Staff member shall provide the immediate supervisor with as much notice as possible of the anticipated delivery date of the unborn child(ren) and at least three (3) months in advance of the delivery date.

Before going on pregnancy leave, the staff member should review the Pregnancy/Parental/Adoption Leave website at: <http://www.uwo.ca/hr/benefits/leave/index.html> and complete the Pregnancy/Parental Leave Information Request Form at: http://www.uwo.ca/hr/benefits/leave/info_request.html

Upon completion of the form, a Western Human Resources staff member will contact the staff member regarding determination of eligibility and information regarding planning and applying for the leave. In addition, once notification has been provided the immediate Supervisor/Budget Unit Head or designate, will initiate the appropriate documentation to be forwarded to Human Resources.

Additional leave required due to illness or complications related to the pregnancy may be treated in accordance with [Policy 6.9 – Sick Leave and Long Term Disability](#) and the staff member should inform the immediate Supervisor and Budget Unit Head or designate as soon as possible.

Leave for other than medical reasons in excess of the initial seventeen (17) week period will be treated in accordance with the provisions of parental leave for an additional 35 week period.

Leave for other than medical reasons in excess of Pregnancy and Parental Leave periods will be treated in accordance with [Policy 6.10 – Leaves](#). A staff member should discuss plans for an extended leave with his/her immediate Supervisor/Budget Unit Head or designate.

2. Parental Leave

A PMA Eligible staff member shall provide the immediate Supervisor with as much advance notice as possible of the anticipated date on which the parental leave is to commence, but in any case a minimum of two weeks written notice is required.

Before going on Parental/Adoption Leave, the staff member should be directed to the Pregnancy/Parental/Adoption Leave website at: <http://www.uwo.ca/humanresources/facultystaff/comp/benefits/PPAleave/intro.htm>

and complete the Pregnancy/Parental Leave Information Request Form at: <http://www.uwo.ca/humanresources/facultystaff/comp/benefits/PPAleave/InfoForm.htm>

Upon completion of the form, a Western Human Resources staff member will contact the staff member regarding determination of eligibility and information to plan and apply for the leave.

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In addition, once notification has been provided the immediate Supervisor/Budget Unit Head or designate, will initiate the appropriate documentation to be forwarded to Human Resources.

Leave for other than medical reasons in excess of the Parental Leave period will be treated in accordance with [Policy 6.10 – Leaves](#). A staff member should discuss plans for an extended leave with his/her immediate supervisor and Budget Unit Head or designate.

3. Supplemental Employment Insurance Benefits

A PMA Eligible staff member who qualifies for Supplemental Employment Insurance Benefits (SEIB) through the University is eligible to receive 95 per cent of his/her salary at the time the leave begins for the initial two-week waiting period before Employment Insurance benefits begin and then the difference between Employment Insurance benefits received and 95 per cent of the salary at the time of the initiation of the leave for a maximum of fifteen (15) weeks.

In no case will the total amount of the SEIB plan, Employment Insurance gross benefits and any other earnings received by the staff member exceed 95 per cent of the staff member's salary at the time of the initiation of the leave.

Where a staff member is receiving benefits under SEIB, the university will continue the staff member on full benefits. Any costs normally paid by the staff member will be deducted by the University through regular payroll deduction from the SEIB payments.

4. Benefits

During any period of unpaid Pregnancy or Parental leave, the university-paid portion of the employee's group insurance benefits premiums and pension contributions will be continued on the same basis as provided for prior to the unpaid leave of absence. Benefits of which the university pays the full cost shall continue without interruption or alteration during the course of all unpaid Pregnancy and/or Parental leaves. At the employee's discretion, and provided the employee arranges with the university for the payment of the employee share of the costs, those group insurance benefits premiums and pension contributions paid by the employee will be continued.

5. Salary Increases

A staff member who is on pregnancy or parental leave will receive any merit based salary increase in full and according to PMA policy.