POLICY 8.22 – Pregnancy and Parental Leave

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: June 26, 2002

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POLICY

1.00 Following thirteen (13) weeks of continuous service, an employee shall be eligible for pregnancy and/or parental leave as defined in the Employment Standards Act.

2.00 Pregnancy leave shall extend for up to seventeen (17) weeks, and may be initiated at any time within seventeen (17) weeks of the expected delivery date of the employee’s newborn baby. Notice of intent to take pregnancy leave should be made at least three (3) months in advance of the anticipated delivery date.

3.00 Parental leave, separate from pregnancy leave shall be a flexible leave, and shall be extended to any employee who becomes a parent of a new born or newly adopted child(ren). The birth mother shall be entitled to a leave of thirty-five (35) weeks, whereas the father shall be entitled to a leave of thirty-seven (37) weeks. Both the mother and the father of an adopted child shall be entitled to a leave of thirty-seven (37) weeks.

4.00 A female employee who has taken a pregnancy leave, if she chooses to take a parental leave also, shall take the parental leave immediately following the pregnancy leave, unless the child has not come into the care and control of the mother at the end of the pregnancy leave (e.g. is hospitalized) in which case alternative arrangements respecting the timing of the parental leave may be made.

5.00 Leave in excess of seventeen (17) weeks for medical reasons relating to the pregnancy, and/or delivery of the infant, will be treated in accordance with Policy 8.18. Employees unable to return to work because of illness following such a pregnancy leave or subsequent parental leave associated with the birth of a child must notify UWO as soon as possible.

6.00 Vacation entitlement and service shall continue to accrue during the course of any pregnancy or parental leave.

7.00 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 UWO pays the full cost shall continue without interruption or alteration during the course of all unpaid pregnancy and/or parental leaves as defined in Clause 2.00 and 3.00. At the employee’s discretion, and provided the employee arranges with UWO 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. An information session with regard to benefits will be offered by UWO.
8.00 As per the Employment Standards Act, the employer of an employee who has taken pregnancy leave or parental leave shall reinstate the employee when the leave ends to the position the employee most recently held with the employer, if it still exists, or to a comparable position if it does not.

9.00 For parents not giving birth, the parental leave must commence within fifty-two (52) weeks after the child is born or comes into the care and control of the parent for the first time.

10.00 For the parents of an adopted child, the parental leave must commence within fifty-two (52) weeks after the child is born or comes into care and control of the parent for the first time.

11.00 A Regular Full-time employee who qualifies under this Policy for pregnancy leave or utilizes parental leave solely in respect of the adoption of a child, has worked for UWO for at least (1) year, and makes the necessary application for, is eligible for, and will be in receipt of Employment Insurance (EI) benefits shall be granted Supplementary Employment Insurance Benefits for the period of the pregnancy leave or for seventeen (17) weeks of the adoption related parental leave. The application for Supplementary Employment Insurance Benefits will be made through Human Resources. The one (1) year period shall be calculated from the commencement of employment to the expected delivery date or the date on which a child comes into the care and control of the parent for the first time. The one (1) year period may be waived in the case of the adoption of a child where the date that the child comes into the care and control of the parent is outside the control of the parent. During any period of approved Supplementary Employment Insurance Benefits the group insurance benefits levels will be continued and the group insurance benefits premiums and pension contributions will be continued as they were prior to the leave.

12.00 Supplementary Employment Insurance Benefits referred to in Clause 11.00 shall be in the amount of:

   a) 95% of salary at the commencement of the leave paid by UWO for the initial two (2) week waiting period for EI benefits; and

   b) the difference between the EI benefit level and 95% of the employee's pre-leave salary paid by UWO for the remainder of the eligible leave, not to exceed an additional fifteen (15) weeks.

13.00 If, before six (6) months have elapsed since his/her return to work, an employee voluntarily resigns his/her employment, is discharged for cause, she will be indebted to UWO for the sum of monies paid to his/her by UWO during his/her pregnancy leave or adoption related parental leave.