

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

9.12 PREGNANCY LEAVE

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 Pregnancy Leave is a flexible leave of absence for up to 17 weeks which may be initiated by a staff member to care for herself and her newborn infant at any time within 17 weeks of the expected delivery date. Any queries concerning this policy should be directed to the Department of Human Resources.
- 2.00 A member of staff is eligible for Pregnancy Leave following thirteen weeks of continuous service with the university.
 - 2.01 A staff member shall provide the immediate supervisor with as much notice as possible of the anticipated date of birth and discuss future plans with regard to employment at the University. The member of staff should make application through the immediate supervisor for Pregnancy Leave at least 3 months in advance of the expected date of delivery.
 - 2.02 Before going on leave the member of staff must contact the Department of Human Resources to schedule a counselling session for assistance with the completion of appropriate documentation.
 - 2.03 Provided the discussion under item 2.01 has occurred, and upon receipt of the application, the faculty/administrative unit will initiate the appropriate paperwork to be forwarded to the Payroll/Records section of the Department of Human Resources. This documentation will state that the staff member's status has been altered to be on Pregnancy Leave and it will state the effective date of such leave.
- 3.00 Additional leave required for medical complications relating directly to a staff member's pregnancy and/or delivery of an infant may be treated in accordance with the University's workplace Absence Due to Illness/Injury and Salary Continuance Policy (9.15). If the staff member has a medical emergency or unexpected hospitalization either prior to the commencement of the Pregnancy Leave or following the Pregnancy/Parental Leave, the staff member, or the representative as appointed in writing by the staff member, should immediately contact the supervisor. The member of staff, or representative, must also contact the Department of Human Resources so that applicable policies and procedures may be reviewed.
- 4.00 Leave for other than medical reasons, in excess of the initial 17 week period, will be treated in accordance with the provisions of the Parental Leave Policy (9.11) for an additional 35 weeks and under the Leave of Absence Policy (9.8) beyond that. In such cases, the staff member should discuss her intention to take the extended leave with the immediate supervisor.
- 5.00 During the Pregnancy Leave a member of staff may qualify for E.I. benefits and may also be eligible for Supplemental Employment Insurance benefits under the University's S.E.B. Plan (9.13).
- 6.00 Vacation and seniority continue to accumulate during Pregnancy Leave. All group insurance benefits normally fully paid by the University will be continued during the leave. Benefits such as Basic Life Insurance, Dependent Life Insurance, Optional Life Insurance, Voluntary Personal Accident Insurance and Pension Plan may be continued by the staff member by arranging payment of the employee portion of the cost during any month the optional benefit costs are not deducted from pay.

- 6.01 If the staff member's last performance plan and review was completed more than nine months prior to the commencement of the Pregnancy Leave, a formal written plan and review will be conducted by the immediate supervisor before the staff member goes on leave.
- 6.02 Absence in the year under consideration due to a Pregnancy Leave is not grounds for the staff member to receive a pro-rated selective salary increase. The increase must be given in full.
- 7.00 A staff member who is on Pregnancy Leave shall be apprised at the earliest opportunity of any changes in Roberts Clinical Trials that have a direct impact upon the staff member's position.
- 8.00 Upon return to work, the member of staff is to return to the same position and salary. If the same position no longer exists, the staff member will be placed in a comparable position in terms of work setting, responsibility and salary. If no comparable position exists, the staff member will be provided those rights contained in the Position Elimination Policy [\(9.17\)](#)
- 9.00 A staff member may wish to apply, for reasons of pregnancy or child care, for reduced responsibility in accordance with the Reduced Responsibility Policy [\(9.14\)](#).