

Policy:

The Village of Innisfree has adopted this policy to ensure that its employees are provided with authorized time off to coincide with the birth or adoption of a child. The Maternity and Parental Leave Policy has been designed to allow our employees to recover from childbirth, bond with and care for their newborn or adopted child without fear of a negative impact on their employment status, pursuant to legislation.

Purpose:

To provide descriptions of employees eligible for Maternity and/or Parental Leave; outline the procedures for requesting Maternity/Parental Leave; determine the benefits available to employees on Maternity and/or Parental Leave, and to discuss the parameters for the maximum allowable duration of Maternity and/or Parental Leave.

1.0 Definitions

- 1.1 **'CAO'** shall mean the Chief Administrative Officer, pursuant to the *Municipal Government Act*.
- 1.2 **'Code'** shall mean the *Employment Standards Code* being the Revised Statutes of Alberta, Chapter E-9 and as amended from time to time;
- 1.3 **'Maternity Leave'** shall mean the birth mother who is eligible to take maternity leave as provided by the Code and the guidelines in this policy;
- 1.4 **'Parental Leave'** shall mean a father, an adoptive parent, or domestic partner who qualifies to take parental leave as provided by the *Code* and the guidelines within this policy.

2.0 Responsibilities

- 2.1 The CAO is responsible for ensuring awareness and compliance with this Policy.

3.0 Guidelines

- 3.1 Employees must have 90 consecutive days of employment with the Village of Innisfree to become eligible for maternity and/or parental leave under the *Code*.
- 3.2 To ensure that the Village of Innisfree can make necessary arrangements to accommodate an Employee taking Maternity or Parental Leave, employees are required to provide six (6) weeks' notice before commencement of Leave.
- 3.3 To recognize the Employer shall retain the status quo for an Employee's job protection during Maternal and Paternal Leaves. Further, the Employer may terminate an Employee during the notice/entitlement period of maternity and paternity leave only for situations where the business closed or suspended.

- 3.4 Submission of a request for Maternity and/or Parental Leave shall be accompanied by appropriate documentation pursuant to the *Code*.
- 3.5 Employees are expected to provide four (4) weeks' written notice regarding their expected date of return to work. The CAO should be contacted as soon as possible in the event of any changes.

4.0 Procedures

- 4.1 All eligible Employees are entitled to take Maternity Leave without pay of up to sixteen weeks, and Parental Leave of up to thirty-seven (37) consecutive weeks on the birth of a child or adoption of a child.
- 4.2 Should an Employee choose to continue with his/her health benefits or any other benefits made available by the Village, (as applicable), the Employee may continue to receive such benefits by paying all of the monthly premiums.
- 4.3 Maternity Leave may begin no earlier than twelve (12) weeks prior to the expected date of birth. Birth mothers can take up to fifty-two (52) consecutive weeks of unpaid job-protected leave. This is made up of sixteen (16) weeks of Maternity Leave and thirty-seven (37) weeks of Parental Leave.
- 4.4 An Employee whose pregnancy terminates within 16 weeks of the due date will be eligible for Maternity Leave; leave would end either 16 weeks after the Leave began or, six weeks after the pregnancy is terminated.
- 4.5 Fathers and/or adoptive parents are eligible for up to thirty-seven weeks of consecutive unpaid protected Parental Leave.
- 4.6 Parental Leave can begin at any time after the birth or adoption but it must be taken within fifty-three (53) weeks' of the date a baby is born, or an adopted child is placed within the parent.
- 4.7 Parental Leave may be taken by one parent or shared between two (2) parents but the combined total combined leave cannot exceed thirty-seven (37) weeks.
- 4.8 In the event the Employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, sick days shall be used pursuant to the Sick Leave Policy.

4.9 Maternity and/or Parental Leave must be taken in one continuous leave. Any Employee that elects not to use the maximum amount of leave available shall not have the option of taking any unused leave time at a later date, pursuant to the *Code*.

4.10 In the event that an Employee requires more than the allotted weeks of available Maternity/Parental Leave, an unpaid Leave of Absence request may be applied for and made to the CAO.

4.11 The Village of Innisfree Employees that elect to extend their leave through the use of accrued Vacation time are required to comply with the Village of Innisfree Vacation Leave Policy and provide two (2) weeks' notice prior to the exhaustion of their Maternity/Paternity Leave.

5.0 Legal Compliance

5.1 The Village of Innisfree shall honor this policy in accordance with any applicable governing laws. Employees that require Maternity or Parental Leave shall not be discriminated against, nor shall their salary or employment status at the Village of Innisfree be negatively affected by it.

5.2 For any further clarification, reference shall be made to the *Employment Standards Code* of Alberta.

6.0 End of Procedure