

**Title: Human Resources Management
Policy – Maternity & Parental Leave**

Policy No: 1983-02

**Approval: Town Council
Effective Date: January 25, 2006
Amended Date: January 9, 2008**

Supersedes Policy No: NIL



Policy Statement: The Town of Hardisty believes that it is necessary and advantageous to provide maternity or adoption or parental leave to its employees.

Purpose: To establish how and when maternity or adoption or parental leave may be granted to its employees.

Principles:

1) MATERNITY LEAVE

- a) A pregnant employee who has completed one (1) year of continuous service shall be granted up to 15 weeks maternity leave and 37 weeks parental leave for a total of 52 weeks without pay commencing at any time during the twelve weeks immediately preceding the estimated date of delivery. Parental leave can begin after anytime of birth or adoption of the child, but it must be completed within 52 weeks of the baby's birth date or the adopted child is placed with the parent.
- b) A pregnant employee should provide notice of her maternity leave as soon as possible prior to her expected date of delivery but, in any case, shall give the Town at least six (6) weeks notice in writing of the date on which she intends to commence maternity leave.
- c) Notwithstanding any date initially selected for the start of maternity leave in the notice, if an employee subsequently indicates in writing that she is no longer able to carry out her full normal duties, she may commence her maternity leave at an earlier date.
- d) An employee who is eligible for maternity leave shall take at least six (6) weeks of such leave immediately following the actual date of delivery. The employee, with the agreement of the CAO may shorten this six-week period by providing a medical certificate indicating that resumption of her full duties will not endanger her health.

- e) If the pregnancy interferes with the performance of an employee's work, during the twelve weeks immediately before the estimated date of delivery, the employee's supervisor, in consultation with the Chief Administrative Officer, may require the employee to begin the maternity leave by way of a written notice to the employee.
- f) A pregnant employee who presents medical evidence from her physician which satisfies the CAO that continued employment in her present position may be hazardous to herself or to her unborn child may request a transfer to a more suitable position if one is available. The employee's salary shall be governed by the wage rate for that wage category. Where no suitable position is available, the employee may request maternity leave as provided by this section if the employee is eligible for such leave.
- g) In the event that a maternity leave must commence before the twelve week period before the estimated date of delivery, that time shall be considered illness and the employee shall be eligible for casual sick leave and weekly indemnity for that time before the commencement of the maternity leave.

2) PARENTAL LEAVE

- a) An employee who has completed one (1) year of continuous service who is a birth parent or adoptive parent of a child shall be granted a parental leave of absence without pay for up to 37 weeks immediately following the last day of maternity leave, or in the case of an adoptive child within 52 weeks of the placement of the child. The employee shall furnish proof of adoption or birth of the child.
- b) An employee intending to take parental leave shall give the Town reasonable notice in writing of the date on which the leave is to commence. A pregnant employee who gives written notice of maternity leave, need not give further notice of parental leave.

3) GENERAL

- a) An employee granted maternity or parental leave shall, upon return to work, be returned to their former position or be placed in another comparable position with the same department at the same level of benefits and salary that is applicable to employees in their classification.
- b) Employees on maternity or parental leave shall provide the Town four (4) weeks notice in writing of their intention to return to work not later than four weeks before the end of the leave period.

- c) If an employee fails to provide four weeks written notice of his/her intention to return to work, or if the employee fails to return to work on the date specified in the notice to return to work, the employee is not entitled to return to work unless the failure to return to work resulted from unforeseeable or unpreventable circumstances.

Definitions

- 1) Date of delivery means the date when the pregnancy of an employee terminates with the birth of a child or the pregnancy otherwise terminates.