

# Maternity/Adoption/ Parental Leave Procedure

This procedure is governed by its parent policy.  
Questions regarding this procedure are to be  
directed to the identified Procedure Administrator.

<b>Functional category</b>	Human Resources
<b>Parent policy</b>	Attendance Management Policy
<b>Approval date</b>	May 8, 2021
<b>Effective date</b>	May 8, 2021
<b>Procedure owner</b>	Vice President, People and Culture
<b>Procedure administrator</b>	Manager, People

## Overview

The purpose of maternity/adoption/parental leave benefits is to allow NorQuest College (college) employees time off work to care for their newborn child(ren) or following the placement of the child(ren) for the purpose of adoption. The provisions for maternity/adoption/parental leave are guided by the collective agreements, terms and conditions of employment, and applicable legislation.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Procedure

Employees are eligible for maternity/adoption/parental leave in accordance with the terms described in the collective agreements and terms and conditions of employment applicable to each employee group.

Please refer to the collective agreements or terms and conditions of employment documents for details.

### Actions

#### Prior to Leave:

- The employee completes the [Maternity Leave Application Form](#) six (6) weeks prior to their expected date of delivery or, for adoption or parental leave, the [Application for Leave Without Pay](#) six (6) weeks prior to their expected leave date and submits it to their Manager.
- The Manager reviews the form, may approve additional vacation requested by the employee, and submits the application form to People Services.
- People Services provides the employee with an approval letter outlining benefit costs, if applicable, and the Supplemental Employment Benefits plan (SEB), if applicable, along with information related to their request for leave.
- The employee completes the [Leave Without Pay Agreement](#) and, if required, the [Request to Discontinue College Benefits While on Leave Without Pay](#) form and returns the completed forms to People Services at least two (2) weeks prior to the commencement of the leave.

#### During the Leave:

- People Services will set up either a SEB maternity leave and/or a maternity or parental leave without pay in PeopleSoft and waive benefits and/or pension if requested by the employee.
- Payroll will process benefit payments for employees while on leave. If an employee misses more than the equivalent of two (2) payments, Payroll will notify People Services who will immediately suspend the employee's benefits until payment is received.

- Before returning to work, the employee is required to provide written notice of their return to work date to their Manager as outlined in their collective agreement or terms and conditions of employment.

#### After the Leave:

- The Manager will advise People Services of the return to work date.
- People Services will reinstate benefits if they were waived and update employee records.
- People Services will advise Payroll of the employee's return to work date.

#### **General Conditions**

- Approval of Maternity/Adoption/Parental leave for term employees is limited to a time period not exceeding the employee's current term appointment. If the employee is offered an additional term appointment while on maternity or parental leave, the leave will be extended for the period requested up to the maximum leave limits specified for permanent employees.
- Employees on Maternity/Adoption/Parental leave do not qualify for paid leaves including short term illness.
- Employees on Maternity and Parental leave may qualify for payments under the SEB plan.

#### **Supplemental Employment Benefits**

- An eligible employee may qualify for SEB covering the period she is unable to do her job provided she has supplied medical evidence from her physician. Under normal circumstances, this will be six (6) to eight (8) weeks after the birth of the child. If the period requested is longer, the employee will be required to provide additional medical information.
- SEB will top up the employee's Employment Insurance benefits from Service Canada to:
  - 95% of regular earnings for the period in which illness leave would have been payable at 100% under short term illness.
  - 70% of regular earning for the period in which illness leave would have been payable at 70% under short term illness.
- An employee must apply for, and when approved, submit to People Services proof of receipt of Employment Insurance maternity benefits in

order to be paid SEB payments. A scanned copy of Payment Details from Employment Insurance is acceptable proof of receipt of maternity benefits. Payment Details are required for the waiting period and also for the first payment from Employment Insurance.

### **Other Benefits While on Maternity/Adoption/Parental Leave**

- An eligible employee will be given the option to continue or discontinue participation in the pension plan and in the college benefits plans while they are on their leave. Two (2) weeks prior to their leave, the employee will be required to complete a [Leave Without Pay Agreement](#) stating their choice.
  - An eligible employee may also choose to continue or discontinue their voluntary deductions while on leave.
- If an employee chooses to discontinue benefits, they must sign and submit to People Services the [Request to Discontinue College Benefits While on Leave Without Pay](#) form. College benefits will be discontinued the day SEB payments end.
- If an employee chooses to discontinue pension contributions during their leave, they will have an opportunity to purchase this service when they return to work. Pension contributions will be discontinued the day SEB payments end. Alberta Pensions Services Corporation will provide the employee with a notice of cost for their optional service.
- If an employee chooses to continue benefits, they are expected to pay for their premiums on the first of each month throughout their leave.
  - An employee may choose to have the full amount of benefits deducted from their final pay prior to their leave or an employee may choose to provide the college with an e-transfer sent to [e-transfer@norquest.ca](mailto:e-transfer@norquest.ca) on the first of each month.
  - If, at any time during their leave, an employee allows payment of premiums to lapse, benefits will be suspended immediately until such time as the employee submits the required payment. Any outstanding balance owing upon return to work will be deducted from the employee's next pay without further notice.
- If this is the birth or adoption of the first child, an employee is eligible to change their benefit options as long as they complete the necessary

documentation within thirty-one (31) days of the birth or adoption of the child. To add the child as a dependent on their benefits plans, the employee must contact People Services as soon as possible (no later than 31 days) after the date of the child's birth or date of adoption.

- After nine (9) months, an employee is responsible for paying both the employer and employee premiums for college benefits as outlined in the collective agreements and the Out-of-Scope terms and conditions of employment.
- An employee is responsible for paying both the employee and employer pension contributions if they had previously taken twelve (12) months of leave without pay.
  - Employees participating in the Public Service Pension Plan can refer to <http://www.pspp.ca> for further information.
  - Employees participating in the Management Employees Pension Plan can refer to <http://www.mepp.ca> for further information.

### **Return to Work**

Upon return to work, an eligible employee will return to their previous position or a comparable one.

### **Resignation**

When an employee resigns while on a maternity/adoption/parental leave, the date of termination will be the date the employee's Manager receives notification that the employee is resigning.

## **Definitions**

**Employee:** Includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Manager:** means anyone classified as a Manager and manages a division, department, or unit. Managers can include senior managers, deans, directors, Members of Executive or the President and CEO.

**Maternity Leave:** is “job protected, unpaid time off from work for a period before and after the birth of a child.” Eligible Birth Mothers are entitled to 15 weeks of leave; this is a combination of health related and voluntary leave.

**Parental Leave:** is a period of leave without pay up to 61 consecutive weeks for an employee who has the custody of their new born or adopted child under the age of 18. Proof of the child’s birth or adoption is required.

**Permanent position:** means a position designated by the college as continuing to meet ongoing operational requirements. Permanent positions may be Full-time or Part-time.

**Term Position:** means a position designated by the college as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months in duration and may be Full-time or Part-time of not less than one-half time.

**Supplemental Employment Benefits (SEB):** means a benefit plan which replaces the illness leave benefits for the valid, health-related portion of maternity leave.

## Related information

### NorQuest College

- [Application for Leave Without Pay](#)
- [Attendance Management Policy](#)
- [Attendance Management Roles and Responsibilities Procedure](#)
- [AUPE Collective Agreement](#)
- [Faculty Collective Agreement](#)
- [Leave Without Pay Agreement](#)
- [Leave Without Pay Procedure](#)
- [Management Terms and Conditions](#)
- [Maternity Leave Application Form](#)
- [Out-of-Scope Employees Terms and Conditions](#)
- [Request to Discontinue College Benefits While on Leave Without Pay](#)

- [Vacation Management Procedure](#)

## External

- [Employment Standards Maternity Leave and Parental Leave](#)
- [Management Employees Pension Plan](#)
- [Public Service Pension Plan](#)

## Next review date

March 2025

## Revision history

Date	Version Number	Action
April 2014	V1	New
November 2014	V2	Update for change in procedure owner
September 2015	V3	Update document links
August 2019	V4 (Published as Version 3-C)	Compliance Office template & reorganization update
March 2021	V5 (Published as Version 4)	Added Adoption in title and changed wording as necessary
February 2024	V6	Information, Risk & Compliance template & reorganization update.