

MATERNITY AND PARENTAL LEAVE PROCEDURES

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

Functional Category:	Human Resources
Parent Policy:	Attendance Management Policy
Approval Date:	March 28, 2014
Effective Date:	April 1, 2014
Procedure Owner:	President and CEO
Procedure Administrator:	Director, Workforce Development and Human Resources

Overview:

The purpose of maternity and parental leave benefits is to allow NorQuest College (College) employees time off work to care for their infant children. The provisions for maternity and 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.

Procedures:

Employees are eligible for maternity and 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 \(HR 107\)](#) two (2) months prior to their expected date of delivery and submits it to their Division Head.
- The Division Head reviews the form, may approve additional vacation requested by the employee and submits the application form to the Employee Services Department in Workforce Development and Human Resources (WDHR).
- Employee Services provides the employee with an approval letter outlining benefit costs and the Supplemental Employment Benefits plan (SEB) along with information related to their request for leave.
- The employee completes the Leave Without Pay Agreement (HR139) and, if required, the Request to Discontinue College Benefits form (HR140) and returns the completed forms to Employee Services at least two weeks prior to the commencement of the leave.

During the Leave:

- Employee Services will set up either a SEB maternity leave and/or a maternity or parental leave without pay on PeopleSoft.
- Payroll Services will process benefit payments for employees while on leave. If an employee misses more than the equivalent of two (2) payments, Payroll will notify the Employee Services Department. The Employee Services Advisor 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 Division Head as outlined in their collective agreement or terms and conditions of employment.

After the Leave:

- The Division Head will advise Employee Services of the return to work date.
- Employees Services will reinstate benefits, if they were waived, and update employee records.
- Employee Services will advise Payroll Services of an employee's return to work date.

General Conditions

- Approval of Maternity and Parental leave for term employees is limited to a time period not exceeding the employees' 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 or 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 has provided medical evidence for from her physician that she is unable to do her job. Under normal circumstances this will be six to eight 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 sick leave would have been payable at 100% under short term illness.
 - 70% of regular earning for the period in which sick leave would have been payable at 70% under short term illness.
- An employee must apply for, and when approved, submit to Employee Services, WDHR 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 and/or Parental Leave

- An eligible employee will be given the option to continue or discontinue participation in the pension plan and in the college benefit plans while they are on their leave. Two weeks prior to their leave, the employee will be required to complete a Leave Without Pay Agreement (HR139) stating their choice.
 - An eligible employee may also choose to continue or discontinue their voluntary deductions while on maternity leave.

- If an employee chooses to discontinue benefits, they must sign and submit to Employee Services, WDHR the Request to Discontinue College Benefits Form (HR140). 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 will be expected to pay for their premiums on the first of the 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 postdated cheques. Postdated cheques must be received prior to the start of the leave and be made payable to NorQuest College.
 - 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 cheque 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 of the child. To make changes and add the child as a dependent on their benefit plans, the employee must contact Employee Services as soon as possible (no later than thirty one days) after the date of the child's birth or date of adoption.
- After nine months, an employee will be expected to pay both the employer and employee premiums for college benefits as outlined in the collective agreements and the excluded and professional terms and conditions of employment.
- An employee is responsible for paying both the employee and employer pension contributions if they had previously taken twelve 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 and/or parental leave, the date of termination will be the date the employee's Division Head receives notification that the employee is resigning.

Division Head: means anyone who manages a division or multiple divisions. Division Head is responsible for a division(s) reporting directly to an executive and normally includes Deans and Directors but may also include an executive or senior manager.

Definitions:

Related Information:
Related Documentation:
Next Review Date:
Revision History:

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.

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 thirty seven (37) 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 sick leave benefits for the valid, health-related portion of maternity leave.

- [Attendance Management Policy](#)
- [Attendance Management Roles and Responsibilities Procedure](#)
- [AUPE Collective Agreement](#)
- [Employment Standards Maternity Leave and Parental Leave](#)
- [Faculty Collective Agreement](#)
- [Leave Without Pay Procedures](#)
- [Management Terms and Conditions](#)
- [Out of Scope Employees Terms and Conditions](#)
- [Vacation Management Procedure](#)

- Application for Leave Without Pay (HR143): Employee Services will provide this form when required.
- Leave Without Pay Agreement (HR139): Employee Services will provide this form when required.
- [Maternity Leave Application Form \(HR 107\)](#)
- Request to Discontinue College Benefits While On Leave Without Pay Form (HR140): Employee Services will provide this form when required.

March 2017

April 2014: New
November 2014: update for change in procedure owner
September 2015: update document links