

CITY OF MELFORT POLICY MANUAL

<i>POLICY TITLE:</i> Leave - Parental	<i>POLICY NUMBER:</i> 1.6.54	<i>EFFECTIVE DATE:</i> December 20, 1994
<i>ORIGIN:</i> City Manager	<i>ADOPTED BY COUNCIL ON:</i> Internal Policy	<i>DATE:</i>

1. **PURPOSE:**

To provide parental leave for eligible employees while they are caring for a new born or adopted child.

2. **ELIGIBILITY:**

As per existing Provincial legislation.

3. **PROCEDURE:**

- (a) The employee shall submit an application in writing to her immediate Supervisor requesting parental leave a minimum of 4 weeks prior to commencing the requested leave. The notice must include the day he or she plans to begin the leave and the estimated date of return to work. Parental leave and maternity leave must be taken in one continuous period.

The written application shall be accompanied by:

- A group benefits continuation form duly completed and signed by the applicant, advising whether he/she wishes to **receive** or to **waive** group insurance benefits during the said leave.
- (b) The Supervisor shall discuss the request with the Management Team and obtain concurrence prior to providing his/her written approval.
- (c) The employee will provide a minimum of fourteen (14) days written notice of his/her intended date of return.

4. **GUIDELINES:**

- (a) An employee on parental leave shall not accumulate either sick or vacation credits, nor shall he/she be entitled to pay for sick leave, or for any Statutory or Special Holiday that may occur during such period.

- (b) An employee on parental leave shall maintain accrued seniority but not continue to accrue seniority.
- (c) Should the employee indicate he/she wishes to continue group insurance benefits during his/her leave, the employer will pay 100% of the premiums. Upon his/her return, the employee will reimburse the city for his/her share of the premiums, paid on his/her behalf, while on leave.
- (d) Employees returning from parental leave shall return to his/her former position or a comparable position at not less than the wages and benefits that had accrued to him/her to the date that he/she commenced leave.
- (e) If there is a computer loan outstanding when the employee goes on parental leave, the employee has the option of continuing regular bi-weekly payments or to accelerate his/her payments when he/she returns so as not to extend the loan beyond the three year repayment date.
- (f) Should an employee fail to return to work at the expiration of his/her approved leave, he/she shall be deemed to have terminated his/her employment.

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LEAVE OF ABSENCE GROUP BENEFITS CONTINUATION FORM		

I, _____, agree that:

- ___ 1. The City continue my group insurance premiums while I am on leave. I agree to compensate the City for the employee portion of the premium upon my return to work.
- ___ 2. The City discontinue my group insurance premiums during my leave. I am fully aware that by discontinuing my premiums I am waiving coverage under my plan.
- ___ 3. My computer loan will be brought current in the following manner:
- (a) Upon my return, increase my payment to \$_____ per pay cheque.
- (b) I will pay _____ lump sum for payments missed while on leave.

SIGNED: _____

DATE: _____