POLICY TITLE: **Leave – Maternity/Adoption**	POLICY NUMBER: **1.6.52**	EFFECTIVE DATE: **December 20, 1994**
ORIGIN: **City Manager**	ADOPTED BY COUNCIL ON: **December 20, 1994**	DATE AMENDED: **February 13, 2012**

1.   **PURPOSE:**

To provide maternity and adoption leave for eligible employees.

2.   **ELIGIBILITY:**

As per existing Provincial legislation.

3.   **PROCEDURE:**

(a)   The employee shall submit an application for leave in writing to her/his immediate Supervisor at least four (4) weeks prior to commencing the intended leave. The estimated date of return to work must be included in the notice. In the event an employee is unable to give proper notice for adoption leave, whatever notice is given by Social Services, the adoption agency or the birth parents must also be given to the Supervisor.

(b)   The written application shall be accompanied by:
- A certificate from a medical practitioner specifying the estimated date of birth if requested, and
- A group benefits continuation form, duly completed and signed by the applicant, advising whether she wishes to continue to **receive** or to **waive** group insurance benefits during the said leave.

(c)   The Supervisor shall respond in writing and grant the leave providing the request complies with the provisions of this policy.

(d)   If the request deviates from the policy, the Supervisor shall discuss the request with the Management Team and obtain concurrence prior to responding.

(e)   The employee will provide a minimum of fourteen (14) days notice in writing, of the date of her intended return to work.

4. GUIDELINES:

(a) In the event there are medical reasons preventing the employee from returning to work from a maternity leave, and upon production of a medical certificate, she may be granted up to an additional six (6) weeks leave without pay.

(b) Where the pregnancy of an employee reasonably interferes with the performance of her duties, the Employer may require her to commence maternity leave not more than three (3) months prior to the estimated date of birth.

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

(d) An employee on maternity/adoption leave shall maintain accrued seniority but not continue to accrue seniority.

(e) Employees returning from maternity/adoption leave shall return to her former position or a comparable position at not less than the wages and benefits that had accrued to her/him to the date that she/he commenced maternity leave.

(f) Should the employee indicate a wish to continue group insurance benefits during the leave, the employer will pay 100% of the premiums. Upon return to work, the employee will reimburse the city for her/his share of the premiums, paid on her/his behalf, while on leave.

(g) If there is a computer loan outstanding when the employee goes on leave, the employee has the option of continuing regular bi-weekly payments or to accelerate payments when she/he returns so as not to extend the loan beyond the three-year repayment date.

(h) Should an employee fail to return to work at the expiration of the approved leave, she/he shall be deemed to have terminated her/his 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: _____