

Human Resources Policies-Leave with Pay

<https://carleton.ca/hr/policies/leave-with-pay/#sect1.7>

7. Pregnancy / Maternity Leave (For Birth Parents)

i. Eligibility

- In accordance with the provision of the Employment Standards Act of Ontario, birth parents have the right for up to seventeen (17) weeks of unpaid pregnancy/maternity leave on request for the care of a newly born child, provided the employee has thirteen (13) weeks of continuous employment with the University prior to the baby's expected due date.

ii. Employment Insurance-Supplemental Unemployment Benefit (SUB)

- The employee who is in receipt of Employment Insurance (E.I.) pregnancy/maternity benefits is eligible to receive up to 17 weeks of supplementary payments (top-up payments) from the University as follows:
 - for the one-week waiting (serving) period required by the E.I. plan, a payment equal to ninety-five percent (95%) of the employee's weekly gross salary, and
 - for each of the fifteen (15) weeks where the employee receives E.I. pregnancy/maternity leave benefits, supplementary payments equal to the difference between ninety-five (95%) of the employee's weekly gross salary and the E.I. **standard** rate.
 - 17th week of top up payments will be paid at the end leave to bridge from the end of EI benefits and return from leave date
 - Such payments will be made providing that the employee is not receiving other earnings or payments such that the combined weekly payment (including E.I. benefits, top-up payments, and other payments and/earnings earnings) exceeds ninety-five (95%) of the employee's normal weekly earnings.
 - Supplementary pregnancy/maternity leave payments will not be made by the University:
 - beyond an employment termination date;
 - should Employment and Social Development Canada disqualify the employee from receiving E.I. pregnancy/maternity benefits;

- unless the employee is a continuing or term employee who has at least six (6) months of service.
 - Should Employment and Social Development Canada eliminate or reduce the payment of E.I. pregnancy/maternity benefits, the employee is entitled to receive from the University payments equivalent to those which would have been made under the E.I. Supplemental Unemployment Benefit (SUB) plan at the time immediately prior to its elimination or reduction.

iii. Scheduling Leave

- The employee must apply, in writing, to their Department Head at least two (2) weeks prior to the commencement of leave and must give four (4) weeks' notice to end the leave earlier.

iv. Seniority Rights

- Seniority rights continue during pregnancy/maternity leave.

v. Benefits

- The University will hold the employee's accumulated annual leave credits during pregnancy/maternity leave. Annual leave will accrue during the employee's pregnancy/maternity leave and be credited to the employee on actual return to work.
- While on pregnancy/maternity leave, the employee receiving supplementary leave benefits will continue to participate in the University benefit plans on a normal cost-sharing arrangement. Benefits and benefit plan premiums will be based on the nominal salary. For those employees not receiving supplementary payments, the University will continue to pay its share of benefit plans if the employee agrees to continue paying their share of the premiums.

vi. Return to Work

- A continuing employee who returns to work from pregnancy/maternity leave shall be returned to the position held prior to the leave.
- A term employee who returns to work from pregnancy/maternity leave shall be returned to the position held prior to the leave provided the expiry date of the leave does not exceed the specified termination date of the term appointment.

- A replacement employee who returns to work from pregnancy/maternity leave shall be returned to the position held prior to the leave provided that the continuing or term employee who was being replaced has not returned to the position.
- A casual employee who returns to work from pregnancy/maternity leave shall be returned to the position held prior to the leave provided that the work of the position still exists.

8. Parental Leave

i. Eligibility

- Birth parents who take pregnancy/maternity leave are entitled for up to sixty-one (61) weeks of unpaid parental leave or as prescribed by legislation in force.
- Birth parents who do not take pregnancy/maternity leave and other new parents, including adopting parents, are entitled for up to sixty-three (63) weeks of unpaid parental leave or as prescribed by legislation in force, provided they have been employed for at least thirteen (13) weeks with the University before the commencement of the leave.
- The terms and conditions that apply to supplementary pregnancy/maternity leave benefits will also apply to those parents who have not taken pregnancy/maternity leave and for the legal adoption of a child provided that the claimant is eligible and approved for E.I. benefits payments (shareable up to 40 standard or up to 69 extended EI parental benefits).
- Replacement or casual employees are not eligible for supplementary leave benefits.
- While on parental leave, the employee receiving supplementary benefits shall continue to participate in the University benefit plans on a normal cost-sharing arrangement. Benefits and benefit plan premiums will be based on the nominal salary. For those employees not receiving supplementary parental leave benefits, the employer shall continue to pay the employer share for applicable staff benefit plans if the employee agrees to continue paying the employee share of the costs.
- Financial considerations, benefits and return to work terms and conditions are the same as those outlined in the Pregnancy/Maternity Leave policy.