

County of Elgin

Section: **9**

Human Resources Policy Manual

Subject: **Pregnancy/Parental Leave**

Code – **NU**

Policy Number: **9.90**

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Pregnancy/Parental leave will be granted in accordance with the provisions of the Employment Standards Act, except where amended in this provision.

Employees should notify their immediate supervisor at least two (2) weeks before they intend to begin their leave.

Pregnancy Leave

An employee qualifying for pregnancy leave under Human Resources Development Canada shall be paid a maximum of eighty percent (80%) top up of the normal weekly earnings from all sources. Such payment shall commence following the completion of the Employment Insurance waiting period and receipt by the Employer of the employee's Employment Insurance cheque stub and shall continue the payment bi-weekly for fifteen (15) weeks.

Parental Leave

An employee qualifying for parental leave under Human Resources Canada shall be paid a maximum of eighty percent (80%) top up of the normal weekly earnings from all sources. Such payment shall commence following the completion of the Employment Insurance waiting period and receipt by the Employer of the employee's Employment Insurance cheque stub and shall continue the payment bi-weekly for fifteen (15) weeks.

The employee's regular weekly earnings shall be determined by multiplying the regular hourly rate on the last day worked, prior to the commencement of the leave, based on the employee's normal weekly hours. The normal weekly hours for a part-time employee shall be calculated by using the same time period used for calculation of the Employment insurance benefit (currently 26 weeks).

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.