



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Maternity/Parental/Adoption Leave Standard Operating Procedure      PROCEDURE NO: CS-03-016-12

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016      AMENDMENT DATE:

### 1.0 General Guidelines

Any permanent, full-time employees who have become new parents in the following regards shall be eligible for Maternity, Parental or Adoption Leave:

#### 1.1 Maternity Leave

- (a) The County's maternity leave program will be administered in accordance with the provisions of the Province of Alberta's Employment Standards Code.
- (b) Exceptions to the maternity leave provisions in the Code may be provided if mutually agreed between the employee and the County and upon provision of satisfactory documentation by the Attending Physician.
- (c) Maternity leave shall be considered to be a combination of two types of absences:
  - (i) Initial 15 week period (addition of 2-week unpaid waiting period);
  - (ii) Voluntary absence.
- (d) Permanent full-time employees, to whom maternity leave has been or will be granted, are eligible for benefits under the County's Supplementary Unemployment Benefits Plan (SUB Plan) during the initial 15 week period of the maternity leave, after the 2-week unpaid waiting period.
- (e) The balance of the employee's leave, beyond the initial salary paid 15 week period, shall be considered maternity and parental leave and shall be provided without pay and benefits.
- (f) Provided the employee has at least 52 consecutive weeks of service with Lac La Biche County, the County will provide up to 15 weeks of job-protected maternity leave which may be supplemented with up to 37 additional job-protected weeks of parental leave. Employees shall provide at least six weeks' notice of the date upon which maternity leave is expected to commence, except in cases where the employee does not give notice due to a medical condition arising from the pregnancy, in which case the employee must provide two weeks' notice of her last day and proof of illness and indicating the estimated or actual date of delivery.

- (g) Employees must give at least four weeks written notice that they intend to return to work or to change their return date. Employees are required to provide four weeks written notice if they do not intend to return to work after leave credits.
- (h) Employees commencing a period of Maternity Leave may arrange to continue benefits coverage in accordance with the provisions of the AUMA Benefits Plan. Employees will be required to pay 100% of the benefit premiums for the unpaid part of the leave.

### **1.2 Parental Leave (up to 37 weeks of unpaid time off work)**

- Biological birth mother (37 weeks)
  - Father (37 weeks)
  - Adoptive Parent (37 weeks)
  - Domestic Partner (37 weeks)
- a) An employee is entitled to up to 37 weeks of job-protected Parental Leave upon the birth of the employee's child. This leave shall be without pay.
- b) Employees commencing a period of Parental Leave may arrange to continue benefits coverage in accordance with the provisions of the AUMA Benefits Plan. Employees will be required to pay 100% of the benefit premiums for the unpaid part of the leave.
- c) Parental leave may be taken by one parent or shared between two parents but the total combined leave cannot exceed 37 weeks. Employees who intend to share parental leave must advise their respective employers of their intention to do so.
- d) To ensure that the County can make the necessary arrangements to accommodate an employee taking Parental Leave, employees are asked to provide six weeks' notice before commencement of Leave. Employees are also expected to give four weeks' notice regarding their expected date of return to work. Human Resources should be contacted as soon as possible in the event of any changes.

Please refer to the [Alberta Employment Standards Code](#) to learn more about specific parameters.

### **1.3 Adoption Leave**

- a) An adoptive parent who has been employed by the County for at least 52 consecutive weeks will be permitted a period of not more than 37 consecutive weeks of unpaid, job-protected leave within the 52 weeks after the child is placed with the adoptive parent for the purpose of adoption. This leave will be without pay.

## **2.0 Benefits**

Should the employee choose to continue with her/his health and disability insurance, or any other benefits made available by the County, the employee may continue to receive such benefits by continuing to pay any employee-paid portion of the monthly premiums. Employees will be required to pay 100% of the benefit premiums for the unpaid part of any leaves.

### **3.0 Use of Sick Leave Benefits, Vacation and/or Family Medical Leave**

In the event that an employee requires use of sick leave benefits at any time prior to the commencement of a Maternity/Parental leave period, the Lac La Biche County Sick Leave Policy and SOP shall apply.

After the paid Maternity / Parental leave has concluded, employees may be allowed to use up any unpaid vacation time, and/or sick days.

In the event that an employee requires an extension of leave following a Maternity Leave, the employee may use Family Medical Leave to a maximum of eight (8) weeks, where medically substantiated.

Employees who elect to extend their leave through the use of accrued vacation time are required to comply with the Lac La Biche County Vacation Policy and SOP, and provide four weeks' notice, prior to the exhaustion of their Maternity Leave.

Employees who elect to extend their leave through the use of Medical Leave are requested to provide the organization with as much advance notice as is possible prior to the exhaustion of their Maternity Leave.

### **4.0 Legal Compliance**

Lac La Biche County shall honour this SOP and related policy in accordance with any applicable, governing laws. Employees who require Maternity / Parental Leave shall not be discriminated against, nor shall their salary or employment status with the organization be negatively affected by it.

“Original Signed”  
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Chief Administrative Officer

November 8, 2013  
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Date