

POLICY AND PROCEDURE MANUAL

POLICY: PREGNANCY/ADOPTIVE/PATERNAL LEAVE

Pregnancy Leave

An employee is entitled to at least 17 weeks of unpaid leave of absence for pregnancy. The leave may commence no earlier than 16 weeks before the expected date of delivery and the day on which the employee gives birth.

The employee is required to give L'Arche Antigonish at least 4 weeks of written notice of the date that the leave is to begin, and if requested, a certificate from a legally qualified practitioner stating the due date. If a pregnant employee is required to stop working on the advice of their physician, they may choose to bring their pregnancy leave forward.

Employees enrolled in L'Arche Antigonish's RRSP may continue to make contributions to it; however, L'Arche Antigonish will not match employee contributions during an employee's pregnancy leave. Employees who are enrolled in the L'Arche Antigonish's Benefits plan at the time that their leave commences may continue to participate in the plan. Note that employees are still responsible for paying any fees that L'Arche Antigonish was not paying on their behalf prior to the commencement of their leave.

Following Pregnancy Leave, the employee will be reinstated to the same position they left, providing it still exists, or to a comparable position if it does not. This does not apply if the employment of the assistant/employee is ended solely for reasons unrelated to the leave. The rate of pay on reinstatement must be at least equal to the greater of the rate the employee most recently earned. Employees will continue to progress up the ICAT salary scale while on leave.

If an employee wishes to change their date of return to work to an earlier date (subject to the rules concerning the maximum length of leave), they must give L'Arche Antigonish at least 4 weeks' written notice before the earlier date. If they wish to change their date of return to a later date, they must give at least 4 weeks' written notice before the date the leave was to end originally.

An employee cannot be laid off, terminated or disciplined because they are entitled to, have applied for, or have taken Pregnancy Leave.

An employee who takes Pregnancy Leave is not allowed to terminate their employment before the leave expires or when it expires, without giving L'Arche Antigonish at least 4 weeks' written notice of termination.

Adoptive / Parental Leave

An employee who is a parent of a child, is entitled to 61 weeks leave of absence without pay following the birth of the child, or the coming of the child into the employee's custody, care and control for the first time.

An employee may begin Parental Leave no later 52 weeks after the day the child is born, or comes into the assistant/employee's custody, care and control for the first time.

L'ARCHE ANTIGONISH

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An employee who has taken Pregnancy Leave must begin their Parental Leave when their Pregnancy Leave ends, unless the child has not yet come into their custody, care or control for the first time.

An employee wishing to take Parental Leave must give L'Arche Antigonish written notice at least 4 weeks before the day the leave is to begin. No notice is required where the child enters the custody, care and control of the employee earlier than expected. Should this occur and the employee has stopped working, the employee's Parental Leave begins on the day the employee stops working, and the employee must give L'Arche Antigonish written notice that the employee is commencing Parental Leave within 2 weeks after stopping work.

An employee who has given notice to begin Parental Leave may change the notice to an earlier date, by giving at least 2 weeks' written notice before the earlier date. The employee may change to a later date by giving 2 weeks' notice before the leave is to begin.

If an employee wishes to change the date of return to work to an earlier date (subject to the rules concerning maximum length of leave), the employee must give L'Arche Antigonish at least 4 weeks' written notice before the earlier date. If the employee wishes to change the date of return to a later date, the employee must give at least 4 weeks' written notice before the date the leave was to end originally.

Employees enrolled in L'Arche Antigonish's RRSP may continue to make contributions, however L'Arche Antigonish will not match employee contributions during adoptive/parental leave. Employees who are enrolled in L'Arche Antigonish's Benefits plan at the time of the commencement of their leave may continue to participate in the plan but will be responsible for paying any portion of the fees for the plan which L'Arche Antigonish was not paying on their behalf prior to their leave commencing.

Following adoptive/parental Leave, the employee they will be reinstated to the same position they left, providing it still exists, or to a comparable position if it does not. This does not apply if the employment of the employee is ended solely for reasons unrelated to the leave. The rate of pay on reinstatement must be at least equal to the greater of the rate the employee most recently earned. Employees will continue to progress up the ICAT salary scale while on leave.

An employee cannot be laid off, terminated or disciplined because they are entitled to, has applied for, or has taken Parental Leave.

An employee who takes adoptive/parental leave is not allowed to terminate their employment before the leave expires or when it expires, without giving L'Arche Antigonish at least 4 weeks' written notice of termination.

The employee has the option of taking any earned vacation days before the commencement of their Pregnancy and/or Adoptive/Parental Leave. If the assistant/employee terminates during the leave, vacation due will then be received as pay.