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**Tab** Human Resources  
**Authority** All Departments  
**Subject** NUME Pregnancy/Parental Leave Policy  
**Related Policies**  
**Received by** Senior Management Team  
**Revision Date**

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**POLICY STATEMENT** In its desire to be recognized as a top employer in the community and in keeping with its Corporate Value of Wellness, the City of Guelph supports new parents with the leave and financial provisions under this policy.

**SCOPE** The leave and financial provisions of this policy apply to all permanent and temporary full-time non-union City of Guelph employees who meet the Ontario Employment Standards Act criteria for Pregnancy/Parental leave.

**DEFINITIONS** **Parent**  
Birth parent, adopting parent, person in a relationship of some permanence with a parent of a child and plans to treat the child as their own.

**Leader**

City of Guelph employees in a position of supervision of other employees.

**PROCEDURE** **Pregnancy Leave**

Employees will be granted an unpaid pregnancy leave in accordance with the Employment Standards Act. The leave may be taken for any period of up to seventeen weeks preceding the expected date of delivery.

**Parental Leave**

New parents will be granted unpaid parental leave in accordance with the Employment Standards Act. The leave may be taken for a period up to thirty-five weeks for birth mothers who have taken pregnancy leave and thirty-seven weeks for all other new parents. The parental leave of an employee who takes pregnancy leave must begin when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the employee for the first time. Parental leave must begin no more than fifty-two weeks after the day the child is born or comes into the custody, care and control of the employee for the first time.

Parental leave is not part of the pregnancy leave, so both may be taken by the birth

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mother. Additionally, the spouse of the birth mother may take parental leave in addition to the birth mother.

**Request For Leave**

Employees requesting pregnancy and/or parental leave must provide written notice to their leader at least two weeks prior to the leave beginning. Requests for pregnancy leave must also be accompanied by certification of a Medical Practitioner. Requests for parental leave must be accompanied by verification of the birth of the employee's child or the coming of a child into the employee's custody, care and control for the first time.

Requests for leave must state the proposed beginning and end date of the leave. Employees wishing to return from the leave early must provide notice at least four weeks prior to the revised return date.

**Job Protection**

Upon return from leave, the employee will be reinstated to the same position they vacated if it still exists or to a comparable position if it does not. In either case, the employee will be paid at the current wage of the position vacated. The position may be backfilled for the duration of the leave, subject to departmental approval.

If the employee's position or a comparable position does not exist, the employee may be terminated in accordance provided the layoff or termination is for reasons solely unrelated to the leave. Termination payments for non-union employees would be in accordance with Employment Standards severance and Common Law provisions.

**Service Date and Vacation**

The employee's employment date will not be altered as a result of their absence. Vacation entitlement and service will continue to accrue normally.

**Benefits and Pension**

The City shall pay the premium for all applicable extended health benefits during the leave period. Employees may wish to pay the employee's contributions to OMERS, in which case the employer contributions will be continued by the City, in accordance with OMERS regulations.

**Salary Top Up**

Employees who qualify for pregnancy/parental leave shall be eligible for salary top up for one period of fifteen weeks during either the pregnancy or parental leave. The salary top up will pay seventy-five per cent of the employee's base wage, less the amount paid by Employment Insurance (EI) with the following conditions:

- The employee has completed twelve months of continuous service on the date the leave is to commence.
- The employee qualifies for Employment Insurance Pregnancy/Parental benefits and

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- continues to receive such benefits during the fifteen week salary top up period.
- The salary top up payment will commence on the pay period after the employee provides verification of EI benefits to the City.
  - The salary top up does not cover the EI unpaid two week waiting period.
  - Salary top up payments are subject to all applicable payroll deductions.

**Resignation of Employment**

An employee wishing to resign while on leave must provide written notice to their leader at least four weeks prior to the leave end date.

An employee who was in receipt of salary top up who resigns during their leave or within twelve months from the date of their return, will be obligated to repay all monies received as salary top up.

**Information and Training**

The City of Guelph will ensure the policy is readily available for all employees for reference, in either electronic or hard copy.

**LEGISLATION**

Employment Standards Act  
Ontario Human Rights Code