

Supported Parental Leave

Supported Parental Leave is a leave from work of up to fifteen (15) weeks with top-up as specified below. Queen's University's Supported Parental Leave Program applies to the following employees:

1. Academic, adjunct academic, support staff and contract staff (including Post-Doctoral Fellows) who have been employed continuously for one year or more by Queen's University and who hold a current appointment/contract of a year's duration or longer.
2. Support staff and contract staff (including Post-Doctoral Fellows) who have held five or more successive term appointments/contracts of less than one year's duration.

Where both parents are employees of Queen's University, either or both parents may be eligible for a Supported Parental Leave. Where a Supported Pregnancy Leave has been granted, the total supported leave shall not exceed twenty (20) weeks. In all other cases, Supported Parental Leave shall be up to fifteen (15) weeks.

Eligible employees will receive the top-up as specified below with the understanding that the employee is expected to return to work for the University for a period of at least six (6) months following the date of their return from Parental Leave.

Should an employee take an additional leave from the University following their Parental Leave, such as a **Leave of Absence Without Pay**, the same expectation will apply upon their return to work from that leave.

Should an employee quit and therefore not satisfy this condition, they shall be indebted to the University for the sum of the monies paid to them during the Supported Parental Leave and will be required to repay these monies to the University.

Definitions

Standard Parental Leave: a leave of absence from work of up to 35 weeks if the employee took a Pregnancy Leave or up to 37 weeks if the employee did not take a Pregnancy Leave.

Extended Parental Leave: a leave of absence from work of up to 61 weeks if the employee took a Pregnancy Leave or up to 63 weeks if the employee did not take a Pregnancy Leave.

Procedures

Employees who qualify for Parental Leave under the provisions of this Program are eligible for the Parental Leave top-up as follows:

Payment for Week 1 shall be dependent upon whether the employee is required to serve a one-week waiting period under E.I. regulations. If the employee is required to serve a one-week waiting period,

1. a) below will apply. If the employee is not required to serve a one-week waiting period, 1. b) below will apply.

1. Week 1

- a. A payment equivalent to 100 % of the employee's normal basic earnings for the first week of the Parental Leave
- b. The employee will receive from the University a payment equivalent to the difference between 100% of the employee's normal basic earnings and the amount of Employment Insurance Parental Benefit calculated for a Standard Parental Leave, regardless of whether the employee elected a Standard Parental Leave or an Extended Parental Leave.

2. Weeks 2 to 15:

- a. For the next fourteen (14) weeks of the Parental Leave, the employee will receive from the University a payment equivalent to the difference between 100% of the employee's normal basic earnings and the amount of Employment Insurance Parental Benefit calculated for a Standard Parental Leave, regardless of whether the employee elected a Standard Parental Leave or an Extended Parental Leave.

According to the Employment Standards Act, Supported Parental Leave falls under the provisions of Parental Leave and therefore a further forty-eight (48) weeks of leave may be available and would fall under the provisions of Unsupported Parental Leave. Any leave beyond that would fall under the provisions of **Leave of Absence Without Pay**.

During the Parental Leave the University will continue the employee on full purchased benefits if the employee so chooses. The employee is required to pay their share of the costs of the benefit plans in which they are enrolled during the full term of the leave. Direct debit authorization will be required from the employee to cover the cost of the employee's portion of the benefit premium. The employee is informed of these costs during a meeting with their Human Resources Advisor. Although the employee does not have to decide which benefits to maintain at this meeting, they should make this decision as soon as possible.

Supported Parental Leave may commence any time after a birth, or an adoption takes place provided that it is completed within the first seventy-eight (78) weeks of the baby's birth or the date in which a child is placed into the custody, care and control of the parent for the first time. For an employee taking Pregnancy Leave, Parental Leave must commence when the Pregnancy Leave ends.

Both service credit and vacation entitlement continue to accrue while the employee is on Parental Leave. Upon return to work the employee will be entitled to the same amount of vacation days as if they had worked. With the permission of the department head, this time may be added on to the end of the Parental Leave. Service and vacation entitlement however, will be prorated by the amount of additional time an employee may be granted under the Leave of Absence without Pay policy outside of any entitlement under Pregnancy and Parental Leaves.

An employee who wishes to change the date of their return to work must give the department head or designate at least four (4) weeks' notice before the date they wish to end the leave.

Upon return to work the employee is to return to their previous position and salary. If that position no longer exists, the employee will be placed in a comparable position in the same salary grade without loss of salary.

An employee who does not meet the eligibility requirements for Supported Parental Leave may still meet the criteria for Unsupported Parental Leave.

All payments made under this Program must be in accordance with Service Canada Regulations.

As part of the requirements under the Employment Insurance Regulations, all payments by the University listed in the Supported Pregnancy Leave and Supported Parental Leave Programs shall only commence when the employee provides proof that they are receiving E.I. benefits. Employees should understand that such proof will not be made available by E.I. until after the leave has commenced and hence University payments shall be retroactive. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay will not be reduced or increased by payments under this Program.

Following the employee's last day of work, a Record of Employment (ROE) is prepared and sent electronically to the Service Canada Office. Please contact Payroll Services should you wish to obtain a copy.

Employee Procedures

An employee shall provide their department head or the department head's designate, with as much advance notice as possible of the request for Parental Leave, but at least one month prior to the leave, the employee should make written application to the department head, or designate, for Parental Leave. Written notice should include the following information:

1. The date the leave is to commence.
2. The expected date of return to work.

The employee should then contact their Human Resources Advisor to arrange an appointment to discuss benefit continuation and payment procedures during the Parental Leave.

Departmental Administrative Procedures

Provided that the discussion with the department head or designate has taken place as outlined in the Employee Procedures, the Department shall obtain a **Leave of Absence Request form**. Upon completion, the form should be remitted to the employee's Human Resources Advisor one month prior to the commencement of the leave. Once the documentation is received regarding Parental Leave, a copy of the completed Leave of Absence Request form should be sent to the employee for their records along with a memo outlining the necessary measures required to make the administration of the leave as smooth as possible.

Upon an employee's return from leave, the Department will send a memorandum to the employee's Human Resources Advisor confirming the date of the employee's return to work.

Questions? Contact your **Human Resources Advisor**.