

Unsupported Parental Leave

In accordance with the [Employment Standards Act](#), an employee who is a parent and has accrued at least thirteen (13) weeks of continuous service preceding the birth of a child or the date a child came into the employee's custody, care and control for the first time, is entitled to Unsupported Parental Leave.

Procedures

Upon written request to the department head or designate, Unsupported Parental Leave of up to sixty-three (63) weeks duration shall be granted to the employee.

Where both parents are employees of Queen's University, either or both parents may be eligible for Unsupported Parental Leave and can take an Unsupported Parental Leave at the same time. A "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as their own.

Unsupported Parental Leave may commence no later than seventy-eight (78) weeks after the birth of a child or the date a child comes into the custody, care and control of a parent for the first time. For an employee taking Pregnancy Leave, Parental Leave must commence when the Pregnancy Leave ends. Parental Leave is a leave from work of up to sixty-three (63) weeks; however, where an employee has also taken Pregnancy Leave, Parental Leave is a leave from work of up to thirty-five (35) weeks.

The amount of Unsupported Parental Leave available to an employee will change if the employee has taken a **Supported Parental Leave** as this leave falls under the provisions of Parental Leave as outlined in the [Employment Standards Act](#).

Any period of leave beyond this thirty-seven (37) weeks is also Unsupported and falls 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.

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 her 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 an Unsupported Parental Leave may still meet the criteria for a **Leave of Absence without Pay**.

Eligible employees for Unsupported Parental Leave may also be eligible for E.I. benefits. Employees should contact a Service Canada representative prior to going on leave to discuss qualifying, applying and receiving E.I. benefits.

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 designate, with as much advance notice as possible of the request for Parental Leave. In cases where the Parental Leave is an extension of the employee's Pregnancy Leave, the notice should take place at the same time as the request for Pregnancy Leave.

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 the continuation of purchased benefits 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**.