

# Unsupported Pregnancy Leave

In accordance with the [Employment Standards Act](#), an employee who has accrued at least thirteen (13) weeks of continuous service preceding their expected date of delivery is entitled to Unsupported Pregnancy Leave.

## Procedures

Upon written request to the department head or the department head's designate, an Unsupported Pregnancy Leave of up to seventeen (17) weeks duration shall be granted to the employee.

An employee may begin their Unsupported Pregnancy Leave up to seventeen (17) weeks prior to the expected date of delivery.

Any period of leave beyond this seventeen (17) weeks is also Unsupported and falls under the provisions of Unsupported Parental Leave or Leave of Absence Without Pay.

During the Pregnancy 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 they do not have to decide which benefits to maintain at this meeting, the employee should make this decision as soon as possible.

Both service credit and vacation entitlement continue to accrue while the employee is on Pregnancy 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 Maternity 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.

Unusual pregnancy or birth situations may occur where the normal application of this Program may be inappropriate. Such special cases should be reviewed with your Human Resources Advisor.

An employee who wishes to change the date of their return to work must give the department head or the department head's 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 an Unsupported Pregnancy Leave may still meet the criteria for a **Leave of Absence Without Pay**.

Eligible employees for Unsupported Pregnancy 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 the department head's designate, with as much advance notice as possible of the anticipated date of delivery and return date, but at least one month in advance of delivery, the employee should make written application to the department head or the department head's designate, for Pregnancy 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 Pregnancy Leave.

## Departmental Administrative Procedures

Provided that the discussion with the department head or the department head's 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 expected date of delivery. Once the documentation is received regarding Pregnancy 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**.