

<b>Number:</b>	RHR-208
<b>Title:</b>	Maternity, Parental and Adoption Leave
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	December 4, 2019
<b>Approved:</b>	December 4, 2019 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

The purpose of this regulation is to provide guidelines for the payment of additional compensation to employees who wish to take maternity, parental or adoption leave.

## 2. Applicability

This regulation applies to administrative and management staff.

## 3. Legal framework

*Employment Standards Act of Ontario; Employment Insurance of Canada regulations for maternity and parental benefits.*

## 4. Eligibility for additional compensation

Only employees who are members of the regular administrative and management staff are entitled to receive additional compensation during maternity, parental or adoption leave. Benefits will be paid only as a supplement to Employment Insurance benefits.

In all cases, an employee must have been in a position for at least 12 months before the leave begins.

In addition, as the plan is supplementary to the Employment Insurance plan, the employee must be eligible to receive Employment Insurance (EI) and must have applied for EI in order to benefit from supplementary remuneration.

In order to benefit from supplementary remuneration for consecutive maternity, paternity or adoption leaves, the employee must have worked a minimum of 600 hours between any two consecutive leave periods.

## 5. Regulation

### 5.1 Maternity leave

Employees eligible for maternity leave benefits will receive the following compensation for a maximum period of 17 weeks:

- 95% of base salary (effective salary at start of leave) during the first week corresponding to the normal waiting period for Employment Insurance. If the employee is exempt from this waiting period, the additional remuneration for this week will be calculated according to the following paragraph.

- 95% of base salary less the amount received from Employment Insurance for the remaining 16 weeks.

If an employee's pregnancy ends in a miscarriage or a stillbirth, she is eligible for maternity leave only if the miscarriage or stillbirth occurred in the 17 weeks preceding the expected date of birth of the child.

## 5.2 Parental leave or adoption leave

- a) On the occasion of the birth of a child or the adoption of a preschool-age child, an employee who is a parent shall be entitled to a parental/adoption leave of either:
  - i. Up to 37 weeks. An employee who has taken pregnancy leave shall be entitled to up to 35 weeks. For the first 10 weeks of the period of parental leave, an employee shall receive from the University an amount equal to the difference between Employment Insurance benefits and 95% of the employee's salary.

or

  - ii. Up to 63 weeks. An employee who has taken pregnancy leave shall be entitled to parental leave of up to 61 weeks. During the first 10 weeks of the parental leave period, the University agrees to pay the same amount as calculated under article 5.2 a)(i).
- b) This decision must be made at the beginning of the parental leave.
- c) When both parents are employees of the University, they can choose to share the parental leave between them without exceeding a total of 37 or 63 weeks depending on the case.

In the event of a miscarriage or stillbirth, parental leave benefits will not be provided.

## 5.3 Years of service

Employees who take any of the leaves retain their years of service.