

Number:	RHR-208
Title:	Maternity, Paternity and Adoption Leave
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	September 23, 2015
Approved:	September 23, 2015 by the Council of Administration <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Council of Administration

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

1. Objective

This regulation outlines the guidelines for payment of additional compensation to employees who wish to take maternity, parental or adoption leave.

2. Legal Framework

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

3. Eligibility for Additional Compensation

Only employees who are members of the regular administrative staff can receive additional compensation during maternity, parental or adoption leave. Benefits will only be paid as a supplement to the 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, and must have made a request for the supplementary remuneration.

In order to benefit from a supplementary remuneration for consecutive maternity, paternity or adoption leaves, the employee must have worked a minimum of 18 months between each leave period.

4. Regulations

4.1 Maternity leave

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

- 95% of the regular basic salary (effective salary at start of leave) during the first two weeks corresponding to the normal waiting period for employment insurance. If the employee is exempt from this waiting period, the additional remuneration for these two weeks will be calculated according to the following paragraph.
- 95% of the base salary less the amount received from employment insurance for the remaining 15 weeks.

If an employee's pregnancy ends due to 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.

4.2 Parental leave or adoption leave

At the time of childbirth or adoption of a preschooler, an employee will receive from the University an amount equal to the difference between their employment insurance benefits and 95% of salary during the first ten weeks of leave.

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