

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.06.ON
Section:	Benefits	Issued:	Nov. 25, 2019
Subject:	PARENTAL and/or ADOPTION LEAVE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	HR-10
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 An employee who has completed at least thirteen (13) weeks of employment and who is the parent of a child is entitled to parental/adoption leave without pay, up to a maximum period of sixty-one (61) consecutive weeks if the employee also took pregnancy leave, or sixty-three (63) weeks, otherwise, following:
- (a) the birth of the child; or
 - (b) when the child comes into the custody, care and control of a parent for the first time.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish effective procedures to be used by employees who become parents and wish to provide for the care and custody of a new-born or adopted child.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for providing at least two (2) weeks of written notice when requesting a parental/adoption leave.

5 DEFINITIONS

- 5.01 **“Parent”** means the father or mother or parent of any gender, of a new-born child and 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.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Ontario *Employment Standards Act, 2000* and Regulations
 SPP HR 4.02.ON — Vacation and Vacation Pay
 SPP HR 4.03.ON — Holidays
 SPP HR 4.05.ON — Pregnancy Leave

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7 PROCEDURE

- 7.01 (a) Eligible employees, upon giving their immediate manager a minimum of two (2) weeks of written notice of their intention to take a parental/adoption leave, shall be granted the requested leave for a maximum period of up to sixty-one (61) consecutive weeks for an employee who also takes pregnancy leave, or sixty-three (63) consecutive weeks for an employee who does not take pregnancy leave.
- (b) If an employee stops working because a child comes into the employee's custody, care and control for the first time earlier than expected,
- (i) the employee's parental/adoption leave begins on the day they stop working; and
- (ii) the employee must, within two (2) weeks after stopping work, give written notice that they are taking parental/adoption leave.
- 7.02 An employee who takes pregnancy leave and wishes to take parental leave must commence the parental leave immediately upon expiry of the pregnancy leave, without a return to work, unless agreed to otherwise by the **Community Resource Centre** and the employee. Otherwise parental/adoption leave must commence not later than seventy-eight (78) weeks after the day the child is born or comes into the custody, care and control of a parent for the first time.
- 7.03 On expiry of a parental/adoption leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position. The employee shall receive a pay rate that is equal to the greater of,
- (a) the rate the employee most recently earned; and
- (b) the rate the employee would be earning had they worked throughout the leave.
- 7.04 Parental/adoption leave is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the probationary period.
- 7.05 During parental/adoption leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans unless the employee elects in writing not to do so, or the employee provides written notice that they do not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions prior to taking leave or within two (2) weeks thereafter. If the employee notifies the **Community Resource Centre** in writing of their intention to discontinue contributions during the

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leave period, benefits coverage will be discontinued.

- 7.06 An employee may end a parental/adoption leave earlier than planned by providing at least four (4) weeks of written notice of the date on which the leave is to end.
- 7.07 An employee who takes parental/adoption leave shall not terminate their employment before the leave expires or when it expires without giving at least four (4) weeks' written notice of termination. Unless written notice of termination is given, an employee who fails to return to work upon the expiry of a parental/adoption leave is deemed to have voluntarily resigned their employment coincident with the expiry of the leave.
- 7.08 No employee who has completed the probationary period shall be terminated or laid-off solely because the employee has applied for leave in accordance with this policy.
- 7.09 **Holiday falling during leave** — If a holiday falls on a day that would not ordinarily be a working day for an employee and the employee is on parental/adoption leave, the employee is entitled to holiday pay only for the holiday and has no other entitlement to a substitute day off in lieu of the holiday. Holiday pay shall be calculated by summing the regular wages earned by the employee in the pay period prior to the holiday and dividing that sum by the number of days worked by the employee in that period.