



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Business Board

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DATE: June 7, 2018 for June 19, 2018

AGENDA ITEM: 9

ITEM IDENTIFICATION:

Policy Changes: Pregnancy, Parental and Primary Caregiver Leave for Professional, Managerial and Confidential staff; Senior Research Associates and Research Associates

JURISDICTIONAL INFORMATION:

Business Board has jurisdiction over employee policies and terms and conditions of employment for administrative and unionized staff.

GOVERNANCE PATH:

1. Business Board (for approval) June 19, 2018

PREVIOUS ACTION TAKEN

In 2012 adjustments to Professional/Managerial, Confidential, and Research Associate/Senior Research Associate leaves were implemented to better align with corresponding USW leaves, through increased benefits for Primary Caregiver Leave, and provision of top-up for a portion of Parental Leave.

HIGHLIGHTS:

This proposal applies to Professional/Managerial, Confidential, and Research Associate/Senior Research Associate staff.

Modifications to the provisions of Pregnancy, Primary Caregiver, and Parental Leave provide for better alignment to the benefits provided to other administrative staff groups (including USW), and to align with the reduction in waiting period for EI benefits from two (2) weeks to

one (1) week, introduced by Employment and Social Development Canada (ESDC) on January 1, 2017.

Pregnancy Leave

Reduction from two (2) weeks waiting period for EI benefits, to a one (1) week waiting period.

Primary Caregiver Leave

Reduction from two (2) weeks waiting period for EI benefits, to a one (1) week waiting period.

Parental Leave

Under the *Employment Standards Act*, effective December 17, 2018, employees have the ability to request an extended parental leave to a maximum of up to 63 weeks (increased from 37 weeks), if the employee takes Pregnancy Leave, and 61 weeks if the employee does not take Pregnancy Leave (increased from 35 weeks). Such an extension results in a reduction in the weekly EI amount paid to the employee. The revised policy clarifies the calculation for the SUB benefit will be made regardless of any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the *Employment Insurance Act*.

Employees who are taking Parental Leave, but have not taken Pregnancy Leave will have their waiting period reduced from two (2) weeks to one (1) week.

Parental Transition Leave

For employees who apply for, and receive EI benefits in accordance with the adjusted policies for Pregnancy, Parental, and Primary Caregiver Leaves, will receive a one (1) week parental transition week (PTW) in lieu of the eliminated second (2nd) week of the former waiting period(s).

The Parental transition week will be paid to employees who are entitled to, and provided with, salary during the one-week waiting period and top up, and this transition week shall occur immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). Employees will be paid 100% of their normal weekly salary during PTW.

FINANCIAL IMPLICATIONS:

This will replace one (1) week top-up at 95% salary during the EI waiting period with one week transition leave at 100% salary. The cost will be 5% of one (1) week's salary, estimated to approximately \$5,000 annually.

RECOMMENDATION:

Be It Resolved

THAT the revised Professional/Managerial, Confidential, and Research Associate/Senior Research Associate Pregnancy/Parental/Primary Caregiver leaves be approved for implementation July 1, 2018.

DOCUMENTATION PROVIDED:

- *Appendix A: Cost of Parental Transition Week (PM, C, SRA/RA Staff)*
- *Policies for Professional and Managerial Staff*
- *Policies for Confidential Staff*
- *Policies for Senior Research Associates and Research Associates*



Appendix A: Cost of Parental Transition Week (PM, C, SRA/RA Staff)

Calendar Year	# Staff On Pregnancy, Parental, or Primary Caregiver Leave	Additional Cost
2016	47	\$5,555
2017	42	\$4,558
Yearly Average	45	\$5,057

SECTION III: EMPLOYMENT CONDITIONS
POLICY: PREGNANCY LEAVE

CODE NUMBER: 3.01.03
ISSUED: JULY 1, 2001
REVISED: JUNE 22, 2006
REVISED: APRIL 1, 2012
REVISED: JUNE 5, 2018

PREAMBLE

The following set of Policies includes: Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05), and Non-Birth Parent Leave (3.01.06). The provisions of these Policies are in compliance with the *Employment Standards Act of Ontario* and the *Employment Insurance Act*.

Staff members who wish to receive assistance with the completion of Employment Insurance forms or to receive further information on child care or on combining work and family life may contact the University's Family Care Office or attend the Pregnancy/Parental/Adoption/ Primary Caregiver Leave Planning Seminar, offered by the Office.

Questions concerning these Policies or related procedures may be directed to the appropriate divisional HR Office.

PREGNANCY LEAVE

A Pregnancy Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

Professionals/Managers employees, full or part-time or sessional, who have completed thirteen (13) weeks of service with the University prior to the probable date of delivery are entitled to a pregnancy leave of absence of up to seventeen (17) weeks.

Not less than three (3) months before the expected date of delivery, the staff member should notify the appropriate administrative officer, in writing, of the pregnancy and include a doctor's certificate or certificate from a midwife stating that the employee is pregnant and indicating the probable date of delivery. An employee must give two (2) weeks' notice of any change of the commencement of pregnancy leave.

If an employee on pregnancy leave wishes to change the return to work date to an earlier date, they must give the University four (4) weeks' written notice of the date on which they intend to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), they must give the University four (4) weeks' written notice before the date the leave was to end.

ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFITS

For Professionals/Managers employees with one (1) year of service or more with the University, the University will pay ninety-five (95) percent of regular salary during the one (1) week waiting period for Employment Insurance benefits, and for the next sixteen (16) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee provides proof that the employee has applied for and is receiving Employment Insurance benefits and the amount of those benefits.

For employees with less than one (1) year of service, the University will pay the above noted top-up, pro-rated according to the percentage of a whole year.

Policies for Professional & Managerial Staff

and FTE that the employee worked before the first day of the leave, provided that the employee provides proof that the employee has applied for and is receiving Employment Insurance benefits and the amount of those benefits.

The weekly top-up payment will be calculated using the weekly EI benefit that would be payable to the employee (i.e. 55%) without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the Employment Insurance Act. In no event will the top-up payment exceed the difference between 95% of the employee's actual weekly rate of pay in effect on the last day worked prior to the commencement of the leave and the sum of the employee's EI benefit calculated without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the Employment Insurance Act.

Other

During the period of paid pregnancy leave the University will continue to pay the employer share of the premium costs of benefits and the employee continues to pay their share through regular payroll deductions.

In the case of a staff member on a sessional appointment, or whose employment is limited to a defined term, the pregnancy leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond their session or contract of employment.

The date of commencement of pregnancy leave and its length (up to 17 weeks) shall be at the discretion of the staff member, with a minimum of two (2) weeks' notice being given to the University. If the employee has been on her pregnancy leave for seventeen (17) weeks but the baby has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth.

If pregnancy-related complications require the employee to stop work before they have arranged their pregnancy leave, they have two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g., if the child has been born) or when the leave is to begin, with a medical certificate confirming the circumstances and the expected or actual date of birth. In such case the provisions of the Paid Sick Leave policy and the Long Term Disability Plan (if eligible) shall come into effect until a) the actual date the employee's baby is born or b) the expected date of delivery or c) the date the employee intended to start pregnancy leave as stated in their written notice, whichever comes first.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during pregnancy leave.

Pregnancy Leave, amended; approved by the Business Board, June 19, 2018

SECTION III: EMPLOYMENT CONDITIONS	CODE NUMBER: 3.01.04
POLICY: PRIMARY CAREGIVER LEAVE	ISSUED: JULY 1, 2001
	REVISED: JANUARY 1, 2009
	REVISED: APRIL 1, 2012
	REVISED: JUNE 5, 2018

A Primary Caregiver Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

Primary Caregiver Leave is available to any staff appointed Professional/Managerial employee, full or part-time or sessional, who has completed thirteen(13)weeks of service with the University prior to the date of application, and is a parent, other than a birth parent, who has primary responsibility for the care of a child for up to thirty-seven (37) weeks immediately following: i) the birth of a child; or ii) the coming of a child into the custody, care and control of a parent for the first time, or such shorter or longer period as is required under the Employment Standards Act, 2000, as amended from time to time.

Primary caregiver leave of absence must be applied for and granted in writing with a minimum of two (2) weeks' notice. An employee making such application must confirm in writing that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g., for a non-birth parent, because the birth parent is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care and control of an adoptive parent for the first time.)

If both parents are employees of the University and eligible for the SUB Benefit, the Primary Caregiver Leave benefit may be split. The total benefit paid will not exceed that which would have been paid had only one of the parents taken the entire leave.

In the case of an adoption, the Primary Caregiver Leave shall not apply to adoptions which arise through the blending of families.

ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFIT

For Professional/Managerial employees with one (1) year of service or more with the University, the University will pay the following to supplement Employment Insurance benefits:

- a) ninety-five (95) percent of regular salary during the one (1) week waiting period for Employment Insurance benefits, and
- b) for the next sixteen (16) weeks, the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee provides proof that the employee applied for and is receiving Employment Insurance benefits, and the amount of those benefits. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received by the staff member exceed 95% of regular earnings.

The balance of the leave is taken as unpaid parental leave.

For Professional/Managerial employees with less than one (1) year of service, the University will pay the above noted top-up, pro-rated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee provides proof that the employee applied for and is receiving Employment Insurance benefits, and the amount of those benefits.

Other

Policies for Professional & Managerial Staff

During the period of primary caregiver leave the University will continue these individuals on their full benefits through regular payroll deductions.

In the case of a staff member on a sessional appointment, or whose employment is limited to a defined term, any primary caregiver leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond his/her session or contract of employment.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during primary caregiver leave.

Primary Caregiver Leave, amended; approved by the Business Board, June 19, 2018

SECTION III: EMPLOYMENT CONDITIONS
POLICY: PARENTAL LEAVE

CODE NUMBER: 3.01.05
ISSUED: JULY 1, 2001
REVISED: JANUARY 1, 2009
REVISED: APRIL 1, 2012
REVISED: JUNE 5, 2018

A Parental Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

This provision is not available to employees who have taken Primary Caregiver Leave.

Staff appointed Professional/Managerial employees, full or part-time or sessional, who have completed thirteen (13) weeks of service with the University are entitled to parental leave following the birth of the child or the coming of the child into a parent's custody, care and control for the first time, as follows:

- Birth parents who took pregnancy leave are eligible to take up to 35 weeks of parental leave; and,
- All other new parents may take up to 37 weeks of parental leave or;
- Such shorter or longer period of time as might be required under the *Employment Standards Act, 2000* from time to time.

PROVISIONS

For employees who take pregnancy leave, parental leave commences when the employee's pregnancy leave ends or when the baby first comes into custody, care and control of the birth parent. For other parents, parental leave must commence within the fifty-two (52) weeks following the baby's birth or for adoptive parents, within the fifty-two (52) weeks after the child first comes into the custody, care and control of a parent or as may be specified under the *Employment Standards Act, 2000* from time to time.

For employees with one (1) year of service or more and who provide the University with proof that they have applied for and are in receipt of Employment Insurance parental benefits and the amount of those benefits, the University will provide the following:

- (i) For an employee who has taken pregnancy leave, the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for ten (10) weeks;
- (ii) For an employee who takes parental leave for which a one (1) week waiting period has already been served in respect of the same child, the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for ten (10) weeks;
- (iii) For an employee who takes parental leave and is required to serve a one (1) week waiting period, ninety-five (95) percent of salary during the one (1) week waiting period, and the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for eight (8) weeks;
- (iv) The weekly top-up payment will be calculated using the weekly EI benefit that would be payable to the employee (i.e. 55%) without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the *Employment Insurance Act*. In no event will the top-up payment exceed the difference between 95% of the employee's actual weekly rate of pay in effect on the last day worked prior to the commencement of the leave and the sum of the employee's EI benefit calculated without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the *Employment Insurance Act*.

Eligible employees must give two (2) weeks' written notice prior to commencement of the leave. If the employee does not specify when the leave will end, it will be assumed that the employee wishes

Policies for Professional & Managerial Staff

to take the maximum leave.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks' notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.

If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of their intent to take the parental leave.

If an employee on parental leave wishes to change the date of return to work to an earlier date, they must give the University four (4) weeks' written notice of the date on which they intend to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), the employee must give the University four (4) weeks' written notice before the date the leave was to end.

During the period of parental leave the University will continue the employer subsidy of any benefit plan for which the person continues to pay the employee portion.

In the case of a staff member on a sessional appointment, or whose employment is limited to a defined term, any parental leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond their session or contract of employment.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during parental leave.

Parental Leave, amended; approved by the Business Board, June 5, 2018

SECTION III: EMPLOYMENT CONDITIONS

CODE NUMBER: 3.01.07

POLICY: HOURS OF WORK, VACATIONS AND LEAVES

ELIGIBILITY

All staff appointed administrative Professionals/Managers employees.

a) HOURS OF WORK

Professionals/Managers are expected to schedule their own work to meet the requirements of their position and to arrange their work schedule to accommodate both their obligations to the University and their family care responsibilities, health care appointments, religious observances, bereavement leave and other personal needs. Staff members are expected to consult with their supervisor regarding individual work schedules, as appropriate.

As employees whose work is supervisory or managerial in character, Professionals/Managers are not eligible for overtime pay.

Note: Please see the Personal Leave Guidelines for Professionals/Managers on the HR & Equity website at:

http://www.hrandedequity.utoronto.ca/current-staff/professionals/pay/vacation_leaves.htm

b) VACATIONS

Professionals/Managers are entitled to vacation in accordance with the following schedule. Years of service for the purpose of vacation accrual are based on the staff member's employment anniversary date.

Length of Service	Monthly Accrual Rate	Annual Vacation Entitlement
0 to 132 months	1.667 days per month	20 days
133 to 156 months	1.75 days per month	21 days
157 to 168 months	1.833 days per month	22 days
169 or more months	2.083 days per month	25 days

Vacation credits may be used up to the amount which has been earned. Under exceptional circumstances, a supervisor may allow use of vacation credits prior to their being earned.

With the approval of the supervisor, a staff member may accumulate a maximum of five weeks of vacation credits above the annual entitlement, have them paid out in the form of salary or banked toward a planned leave.

Should the staff member transfer to a different division/department before going on leave, funds equivalent to the banked credits should be transferred to the new employing department. Should the supervisor not agree to the planned leave, vacation credits may be:

- i) taken as vacation prior to transfer to the new department;
- ii) accumulated up to the maximum; or
- iii) paid out to the staff member by his/her previous employing department.

Policies for Professional & Managerial Staff

With regard to the transfer of earned vacation credits other than those which have been banked toward a planned leave, upon transfer to the new department, the previous employing department would transfer the vacation credits along with sufficient funds to cover all unused vacation credits.

On termination of employment, outstanding vacation credits will be paid out as a lump sum including vacation credits which had been banked toward a planned leave, and any other unused vacation credits to a maximum of ten weeks' salary.

c) LEAVES

Leave of Absence without Pay

- i) Educational Leave: Professionals/Managers may, with the agreement of their supervisor, be granted an educational leave for a period of up to one year;
- ii) Personal or Professional Development Leave: Professionals/Managers may be granted for up to six months by the supervisor or for a longer period with the agreement of the Vice-President to whom the supervisor reports.

During the period of leave, the staff member's position will only be filled on a term or temporary basis.

The staff member will have the option of maintaining full membership in the University's benefit plans by paying both the employee and employer portions of the premiums.

Leave of Absence with Pay

Occasionally, with the agreement of the supervisor, and where the purpose of the leave is of significant benefit to the department, division or the University, such as conducting administrative research on behalf of the University or participating in international or inter-University exchanges, the leave may be granted with full or partial salary. If the staff member elects to maintain full benefits coverage while on partial salary, the University will continue to pay the full employer contribution to premiums.

Self-Funded Leave Plan

The self-funded leave plan provides employees with the opportunity of taking a minimum of three (3) months and a maximum of one (1) year as a self-funded leave without pay to be used as the employee wishes providing that use does not contravene with Income Tax Act Regulations.

Any full or part-time administrative Professionals/Managers staff member who has been staff appointed for three (3) years or more is eligible to apply for a self-funded leave. No staff member may take a leave in the twelve months prior to his/her retirement.

Eligible staff members shall make a written application to their Department Head with a copy to the appropriate divisional HR Office at least six (6) months prior to the intended commencement date of the salary deferral. Approval of the request will rest with the appropriate Principal, Dean, Director or Division Head after consultation with the Department Head and the staff member and the decision will be based on the operational requirements of the work unit.

For more details and an application form, please contact the appropriate divisional HR Office.

Part-time Appointments for Family Care

Full-time employees who have continuous responsibilities for the care of their family may request a change to part-time status for a defined period, in order to devote more time to their family care responsibilities.

The terms and conditions of the part-time arrangement including the percentage of time to be worked, the duration of the part-time appointment and the duties and responsibilities, must be mutually agreed to between the employee and the division or department head, to whom the employee should direct his/her request. Employees requesting a change in status on this basis should make their request as far in advance as possible but in any event, no less than one month prior to the commencement of the requested change in status. The terms of the part-time appointment should be outlined by the department, in writing, and agreed to and signed by the staff member in advance of the change.

Salary and benefits will be appropriately pro-rated according to the percentage time worked.

Compassionate Care Leave

The University will grant compassionate care leave to employees who take a leave of absence under the Family Medical Leave provisions of the *Employment Standards Act of Ontario*. For employees with one (1) year of service or more the University will pay the equivalent of the weekly Employment Insurance benefit for which the employee is qualified during the one (1) waiting period provided that the employee applies for and receives Employment Insurance benefits.

Non-Birth Parent Leave

Upon the birth or adoption of a child, a non-birth parent shall be granted up to five (5) days' paid leave of absence.

Application for such leave shall be submitted in writing to the employee's supervisor, at least five (5) days in advance. Non-birth parent leave must be taken within the first month of the birth or an adoption of a child.

SECTION III: EMPLOYMENT CONDITIONS**CODE NUMBER: 3.01.08****POLICY: GENERAL LEAVES**

ISSUED: JULY 1, 2001**REVISED: APRIL 1, 2012****REVISED: JUNE 5, 2018**

NOTE: As a minimum, the University will grant the leaves of absence entitlements as provided for under the *Employment Standards Act* of Ontario.

Eligibility

This policy applies to all Confidential staff.

Bereavement Leave

The University shall grant up to five (5) days of paid leave in the event of the death of an employee's spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, sibling (including step-sister, step-brother), brother-in-law, sister-in-law, and grandparents or for the death of a person whose relationship is not defined above, the impact of which is comparable to that of the immediate family, for example, close friend.

Substitution of Bereavement Leave

If a death in the immediate family interrupts the use of all or part of a scheduled vacation period, a staff member is entitled to substitute bereavement leave for the period of vacation per the bereavement leave provisions above. Where this occurs, the staff member shall notify their supervisor as soon as possible.

Compassionate Care Leave

The University will grant compassionate care leave to employees who take a leave of absence under the Family Medical Leave provisions of the *Employment Standards Act of Ontario*. For employees with one (1) year of service or more the University will pay the equivalent of the weekly Employment Insurance benefit for which the employee is qualified during the one (1) waiting period provided that the employee applies for and receives Employment Insurance benefits.

Jury and Witness Duty

A staff member who is called for jury duty or subpoenaed as a witness will continue to receive his/her regular salary provided they report for work when not required for such duty and endeavours to keep up with the responsibilities of the job to the best of his/her ability.

It is the responsibility of the staff member to notify their supervisor immediately upon receiving notification that they will be required to serve as a juror or witness and to provide proof of the period served and of any and all payments received for such service, the latter of which, exclusive of any expenses received, must be endorsed to the credit of the University.

Leave of Absence without Pay

A Confidential staff member may, with agreement of their department head or designate, be granted a leave of absence without pay for up to one (1) year.

Non-birth Parent Leave

Upon the birth or adoption of a child, a non-birth parent shall be granted up to five (5) days' paid leave of absence. Non-birth parent leave must be taken within the first month of the birth or an adoption of a child. Staff members shall submit their request for such leave, in writing, to their supervisor at least five (5) days in advance of the requested leave.

Personal Leave

Employees shall be granted up to four (4) days or up to eight (8) half-days of paid personal leave in any year. Such requests shall not be unreasonably denied. Wherever possible, staff members shall make their need for personal leave known to their supervisor at least five (5) days in advance. Reasons for personal leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, stepping in when the regular caregiver is away, the observance of religious holidays, professional appointments, court appearances, moving, supplementing a bereavement leave, writing examinations, and attending to emergency situations.

In arranging these leaves both the interests of the University as well as the interests of the employee shall be considered. It is anticipated that the employee will schedule leaves, where possible, so as to minimize the disruption to the operations of the employing department.

Political Campaign Leave

Employees running for election shall be entitled to a leave of absence with regular salary during the campaign for election as follows:

- a) For election to the Parliament of Canada: the equivalent of one (1) calendar month
- b) For election to the Legislature of Ontario: the equivalent of one (1) calendar month
- c) For election to a Municipal Council or Board of Education: ten (10) working days
- d) For election to Mayor or Chair of City/Town/Regional Council: fifteen (15) working days

The period of leave need not be taken on consecutive days.

General Leaves, amended; approved by the Business Board, March 5, 2012

SECTION III: EMPLOYMENT CONDITIONS
POLICY: PREGNANCY LEAVE

CODE NUMBER: 3.01.03

ISSUED: JULY 1, 2001

REVISED: JUNE 22, 2006

REVISED: APRIL 1, 2012

REVISED: JUNE 5, 2018

PREAMBLE

The following set of Policies includes: Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05), and Non-Birth Parent Leave (3.01.06). The provisions of these Policies are in compliance with the *Employment Standards Act of Ontario* and the *Employment Insurance Act*.

Staff members who wish to receive assistance with the completion of Employment Insurance forms or to receive further information on child care or on combining work and family life may contact the University's Family Care Office or attend the Pregnancy/Parental/Adoption/ Primary Caregiver Leave Planning Seminar, offered by the Office.

Questions concerning these Policies or related procedures may be directed to the appropriate divisional HR Office.

PREGNANCY LEAVE

A Pregnancy Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

Confidentials employees, full or part-time or sessional, who have completed thirteen (13) weeks of service with the University prior to the probable date of delivery are entitled to a pregnancy leave of absence of up to seventeen (17) weeks.

Not less than three (3) months before the expected date of delivery, the staff member should notify the appropriate administrative officer, in writing, of the pregnancy and include a doctor's certificate or certificate from a midwife stating that the employee is pregnant and indicating the probable date of delivery. An employee must give two (2) weeks' notice of any change of the commencement of pregnancy leave.

If an employee on pregnancy leave wishes to change the return to work date to an earlier date, they must give the University four (4) weeks' written notice of the date on which they intend to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), they must give the University four (4) weeks' written notice before the date the leave was to end.

ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFITS

For Confidential employees with one (1) year of service or more with the University, the University will pay ninety-five (95) percent of regular salary during the one (1) week waiting period for Employment Insurance benefits, and for the next sixteen (16) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee provides proof that the employee has applied for and is receiving Employment Insurance benefits and the amount of those benefits.

For Confidentials employees with less than one (1) year of service, the University will pay the above noted top-up, pro-rated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee has applied for and is receiving Employment Insurance benefits and the amount of those benefits.

Policies for Confidentials

The weekly top-up payment will be calculated using the weekly EI benefit that would be payable to the employee (i.e. 55%) without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the Employment Insurance Act. In no event will the top-up payment exceed the difference between 95% of the employee's actual weekly rate of pay in effect on the last day worked prior to the commencement of the leave and the sum of the employee's EI benefit calculated without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the Employment Insurance Act.

Other

During the period of paid pregnancy leave the University will continue to pay the employer share of the premium costs of benefits and the employee continues to pay their share through regular payroll deductions.

In the case of a staff member on a sessional appointment, or whose employment is limited to a defined term, the pregnancy leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond their session or contract of employment.

The date of commencement of pregnancy leave shall be at the discretion of the staff member, up to seventeen (17) weeks before the expected date of delivery, upon a minimum of two (2) weeks' notice being given to the University. If the employee has been on their pregnancy leave for seventeen (17) weeks but the baby has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth.

If pregnancy-related complications require the employee to stop work before they have arranged their pregnancy leave, they have two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g., if the child has been born) or when the leave is to begin, with a medical certificate confirming the circumstances and the expected or actual date of birth. In such case the provisions of the Paid Sick Leave policy and the Long Term Disability Plan (if eligible) shall come into effect until a) the actual date the employee's baby is born or b) the expected date of delivery or c) the date the employee intended to start their pregnancy leave as stated in her written notice, whichever comes first.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during pregnancy leave.

Pregnancy Leave, amended; approved by the Business Board, June 19, 2018

SECTION III: EMPLOYMENT CONDITIONS
POLICY: PRIMARY CAREGIVER LEAVE

CODE NUMBER: 3.01.04
ISSUED: JULY 1, 2001
REVISED: JANUARY 1, 2009
REVISED: APRIL 1, 2012
REVISED: JUNE 5, 2018

A Primary Caregiver Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

Primary Caregiver Leave is available to any staff appointed Confidentials employee, full or part-time or sessional, who has completed thirteen(13)weeks of service with the University prior to the date of application, and is a parent, other than a birth parent, who has primary responsibility for the care of a child for up to thirty-seven (37) weeks immediately following: i) the birth of a child; or ii) the coming of a child into the custody, care and control of a parent for the first time, or such shorter or longer period as is required under the *Employment Standards Act, 2000*, as amended from time to time..

Primary caregiver leave of absence must be applied for and granted in writing with a minimum of two (2) weeks' notice. An employee making such application must confirm in writing that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g., for a birth parent's partner, because the birth parent is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care and control of an adoptive parent for the first time.)

If both parents are employees of the University and eligible for the SUB Benefit, the Primary Caregiver Leave benefit may be split. The total benefit paid will not exceed that which would have been paid had only one of the parents taken the entire leave.

In the case of an adoption, the Primary Caregiver Leave shall not apply to adoptions which arise through the blending of families.

ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFIT

For Confidentials employees with one (1) year of service or more with the University, the University will pay the following to supplement Employment Insurance benefits:

- a) ninety-five (95) percent of regular salary during the one (1) week waiting period for Employment Insurance benefits, and
- b) for the next sixteen (16) weeks, the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee provides proof that the employee applied for and is receiving Employment Insurance benefits, and the amount of those benefits. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received by the staff member exceed 95% of regular earnings.

The balance of the leave is taken as unpaid parental leave.

For staff appointed Confidentials employees with less than one (1) year of service, the University will pay the above noted top-up, pro-rated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee provides proof that the employee applied for and is receiving Employment Insurance benefits and the amount of those benefits.

Other

During the period of primary caregiver leave the University will continue these individuals on their full benefits through regular payroll deductions.

In the case of a staff member on a sessional appointment, or whose employment is limited to a defined term, any primary caregiver leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond his/her session or contract of employment.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during primary caregiver leave.

Primary Caregiver Leave, amended; approved by the Business Board, June 19, 2018

SECTION III: EMPLOYMENT CONDITIONS
POLICY: PARENTAL LEAVE

CODE NUMBER: 3.01.05
ISSUED: JULY 1, 2001
REVISED: JANUARY 1, 2009
REVISED: APRIL 1, 2012
REVISED: JUNE 5, 2018

A Parental Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

This provision is not available to employees who have taken Primary Caregiver Leave.

Staff appointed Confidentials employees, full or part-time or sessional, who have completed thirteen (13) weeks of service with the University are entitled to parental leave following the birth of the child or the coming of the child into a parent's custody, care and control for the first time, as follows:

- Birth parents who took pregnancy leave are eligible to take up to 35 weeks of parental leave; and,
- All other new parents may take up to 37 weeks of parental leave or;
- Such shorter or longer period of time as might be required under the *Employment Standards Act, 2000* from time to time.

PROVISIONS

For employees who take pregnancy leave, parental leave commences when her pregnancy leave ends or when the baby first comes into custody, care and control of the birth parent. For other parents, parental leave must commence within the fifty-two (52) weeks following the baby's birth or for adoptive parents, within the fifty-two (52) weeks after the child first comes into the custody, care and control of a parent or as may be specified under the *Employment Standards Act, 2000* from time to time.

For employees with one (1) year of service or more and who provide the University with proof that they have applied for and are in receipt of Employment Insurance parental benefits and the amount of those benefits, the University will provide the following:

- (i) For an employee who has taken pregnancy leave, the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for ten (10) weeks;
- (ii) For an employee who takes parental leave for which a one (1) week waiting period has already been served in respect of the same child, the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for ten (10) weeks;
- (iii) For an employee who takes parental leave and is required to serve a one (1) week waiting period, ninety-five (95) percent of salary during the one (1) week waiting period, and the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for eight (8) weeks;
- (iv) The weekly top-up payment will be calculated using the weekly EI benefit that would be payable to the employee (i.e. 55%) without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the *Employment Insurance Act*. In no event will the top-up payment exceed the difference between 95% of the employee's actual weekly rate of pay in effect on the last day worked prior to the commencement of the leave and the sum of the employee's EI benefit calculated without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the *Employment Insurance Act*.

Policies for Confidentialials

Eligible employees must give two (2) weeks' written notice prior to commencement of the leave. If the employee does not specify when the leave will end, it will be assumed that the employee wishes to take the maximum leave.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks' notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.

If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of their intent to take the parental leave.

If an employee on parental leave wishes to change the date of return to work to an earlier date, they must give the University four (4) weeks' written notice of the date on which they intend to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), the employee must give the University four (4) weeks' written notice before the date the leave was to end.

During the period of parental leave the University will continue the employer subsidy of any benefit plan for which the person continues to pay the employee portion.

In the case of a staff member on a sessional appointment, or whose employment is limited to a defined term, any parental leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond their session or contract of employment.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during parental leave.

Parental Leave, amended; approved by the Business Board, June 19, 2018

SECTION III: EMPLOYMENT CONDITIONS

POLICY: PREGNANCY LEAVE**CODE NUMBER: 3.01.03****REVISED JUNE 5, 2018**

PREAMBLE

The following set of Policies includes: Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05), and Non-birth Parent Leave (3.01.06). The provisions of these Policies are in compliance with the *Employment Standards Act of Ontario* and the *Employment Insurance Act*.

Senior Research Associates and Research Associates (Limited Term) who wish to receive assistance with the completion of Employment Insurance forms or to receive further information on child care or on combining work and family life may contact the University's Family Care Office or attend the Pregnancy/Parental/Adoption/Primary Caregiver Leave Planning Seminar, offered by the Office.

PREGNANCY LEAVE

A Pregnancy Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

Senior Research Associates and Research Associates (Limited Term), full or part-time, who have completed thirteen (13) weeks of service with the University prior to the probable date of delivery are entitled to a pregnancy leave of absence of up to seventeen (17) weeks.

Not less than three (3) months before the expected date of delivery, the staff member should notify the appropriate administrative officer, in writing, of the pregnancy and include a doctor's certificate or certificate from a midwife stating that the employee is pregnant and indicating the probable date of delivery. An employee must give two (2) weeks' notice of any change of the commencement of their pregnancy leave.

If an employee on pregnancy leave wishes to change their return to work to an earlier date, the employee must give the University four (4) weeks' written notice of the date on which they intend to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), they must give the University four (4) weeks' written notice before the date the leave was to end.

ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFITS

For Senior Research Associates and Research Associates (Limited Term) with one (1) year of service or more with the University, the University will pay ninety-five (95) percent of regular salary during the one (1) week waiting period for Employment Insurance benefits, and for the next sixteen (16) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee provides proof that the employee has applied for and is receiving Employment Insurance benefits and the amount of those benefits.

For staff appointed Senior Research Associates and Research Associates (Limited Term) with less than one (1) year of service, the University will pay the above noted top-up prorated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee applies for and receives Employment Insurance benefits.

Other

During the period of paid pregnancy leave the University will continue to pay the employer share of the premium costs of benefits and the employee continues to pay their share through regular payroll deductions.

In the case of a staff member whose employment is limited to a defined term, the pregnancy leave will be limited to the period of time remaining in the contract of employment. In this situation, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond her contract of employment.

The date of commencement of pregnancy leave and its length (up to 17 weeks) shall be at the discretion of the staff member, with a minimum of two (2) weeks' notice being given to the University. If the employee has been on pregnancy leave for seventeen (17) weeks but the baby has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth.

If pregnancy-related complications require the employee to stop work before they have arranged their pregnancy leave, they have two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g., if the child has been born) or when the leave is to begin, with a medical certificate confirming the circumstances and the expected or actual date of birth. In such case the provisions of the Paid Sick Leave policy and the Long Term Disability Plan (if eligible) shall come into effect until a) the actual date the employee's baby is born or b) the expected date of delivery or c) the date the employee intended to start her pregnancy leave as stated in their written notice, whichever comes first.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during pregnancy leave.

SECTION III: EMPLOYMENT CONDITIONS

POLICY: PRIMARY CAREGIVER LEAVE**CODE NUMBER: 3.01.04
REVISED: JUNE 5, 2018**

A Primary Caregiver Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

Primary Caregiver Leave is available to any staff appointed Senior Research Associate and Research Associate (Limited Term), full or part-time, who has completed thirteen(13)weeks of service with the University prior to the date of application, and is a parent, other than a biological parent, who has primary responsibility for the care of a child for up to thirty-seven (37) weeks immediately following: i) the birth of a child; or ii) the coming of a child into the custody, care and control of a parent for the first time, or such shorter or longer period as is required under the Employment Standards Act, 2000, as amended from time to time..

Primary caregiver leave of absence must be applied for and granted in writing with a minimum of two (2) weeks' notice. An employee making such application must confirm in writing that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g., for a non-birth parent, because the birth parent is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care and control of an adoptive parent for the first time.)

If both parents are employees of the University and eligible for the SUB Benefit, the Primary Caregiver Leave benefit may be split. The total benefit paid will not exceed that which would have been paid had only one of the parents taken the entire leave.

In the case of an adoption, the primary caregiver leave shall not apply to adoptions which arise through the blending of families.

ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFIT

For Senior Research Associates and Research Associates (Limited Term) with one (1) year of service or more with the University, the University will pay the following to supplement Employment Insurance benefits:

- a) ninety-five (95) percent of regular salary during the one (1) week waiting period for Employment Insurance benefits, and
- b) for the next sixteen (16) weeks, the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee provides proof that the employee applied for and is receiving Employment Insurance benefits and the amount of those benefits. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received by the staff member exceed 95% of regular earnings.

The balance of the primary caregiver leave is taken as unpaid parental leave.

For Senior Research Associates and Research Associates (Limited Term) with less than one (1) year of service, the University will pay the above noted top-up prorated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee provides proof that the employee applied for and is receiving Employment Insurance benefits and the amount of those benefits.

Other

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During the period of primary caregiver leave the University will continue these individuals on their full benefits through regular payroll deductions.

In the case of a staff member whose employment is limited to a defined term, any primary caregiver leave will be limited to the period of time remaining in the contract of employment. In this situation, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond his/her contract of employment.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during primary caregiver leave.

SECTION III: EMPLOYMENT CONDITIONS

POLICY: PARENTAL LEAVE

CODE NUMBER: 3.01.05

REVISED: 05.29.18

A Parental Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

ELIGIBILITY FOR LEAVE

This provision is not available to employees who have taken Primary Caregiver Leave.

Staff appointed Senior Research Associates and Research Associates (Limited Term), full or part-time, who have completed thirteen (13) weeks of service with the University are entitled to parental leave following the birth of the child or the coming of the child into a parent's custody, care and control for the first time, as follows:

- Birth parents who took pregnancy leave are eligible to take up to 35 weeks of parental leave; and,
- All other new parents may take up to 37 weeks of parental leave or;
- Such shorter or longer period of time as might be required under the *Employment Standards Act, 2000* from time to time.

PROVISIONS

For employees who take pregnancy leave, parental leave commences when the employee's pregnancy leave ends or when the baby first comes into custody, care and control of the birth parent. For other parents, parental leave must commence within the fifty-two (52) weeks following the baby's birth or for adoptive parents, within the fifty-two (52) weeks after the child first comes into the custody, care and control of a parent or as may be specified under the *Employment Standards Act, 2000* from time to time. This provision is not available to employees who have taken Primary Caregiver leave.

Note that if the parent wishes to collect Employment Insurance benefits during the parental leave, the parental leave must be completed within the fifty-two (52) week period as described above.

For employees with one (1) year of service or more and who provide the University with proof that they have applied for and are in receipt of Employment Insurance parental benefits and the amount of those benefits, the University will provide the following:

- (i) For an employee who has taken pregnancy leave, the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for ten (10) weeks;
- (ii) For an employee who takes parental leave for which a one (1) week waiting period has already been served in respect of the same child, the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for ten (10) weeks;
- (iii) For an employee who takes parental leave and is required to serve a one (1) week waiting period, ninety-five (95) percent of salary during the one (1) week waiting period, and the difference between Employment Insurance parental benefits and ninety-five (95) percent of salary for eight (8) weeks;
- (iv) The weekly top-up payment will be calculated using the weekly EI benefit that would be payable to the employee (i.e. 55%) without regard to any election by the employee to receive a lower EI benefit spread over a longer period of time as may be permitted under the *Employment Insurance Act*. In no event will the top-up payment exceed the difference between 95% of the employee's actual weekly rate of pay in effect on the last day worked prior to the commencement of the leave and the sum of the employee's EI benefit calculated without regard to any election by the employee to receive a lower EI benefit

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spread over a longer period of time as may be permitted under the *Employment Insurance Act*.

Eligible employees must give two (2) weeks' written notice prior to commencement of the leave. If the employee does not specify when the leave will end, it will be assumed that the employee wishes to take the maximum leave.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks' notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.

If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of their intent to take the parental leave.

If an employee on parental leave wishes to change the date of return to work to an earlier date, they must give the University four (4) weeks' written notice of the date on which they intend to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), the employee must give the University four (4) weeks' written notice before the date the leave was to end.

During the period of parental leave the University will continue the employer subsidy of any benefit plan for which the person continues to pay the employee portion.

In the case of a staff member whose employment is limited to a defined term, any parental leave will be limited to the period of time remaining in the contract of employment. In this situation, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond his/her contract of employment.

Employees who are entitled to, and provided with, salary during the one-week waiting period and top up, will receive one paid week of leave ("Parental Transition Week") immediately following the end of their EI pregnancy or parental leave (the end of their combined leaves for employees who take both pregnancy and parental leave). This Parental Transition Week will be in addition to the leave entitlements set out in Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), Parental Leave (3.01.05). During the Parental Transition Week, employees will be paid 100 per cent of their normal weekly salary.

Length of service and vacation credits will continue to accrue during parental leave.

SECTION III: EMPLOYMENT CONDITIONS

POLICY: HOURS OF WORK

CODE NUMBER: 3.01.08

REVISED: JUNE 5, 2018

Senior Research Associates and Research Associates (Limited Term), while expected to maintain effective liaison with their principal investigator or the individual to whom they report on their hours of work schedule, have a high degree of independence in scheduling their own time.

Staff members are expected to schedule their own work to meet the requirements of their position and to arrange their work schedule to accommodate both their obligations to the University and their family care responsibilities, health care appointments, religious observances, bereavement leave and other personal needs*. Staff members are expected to consult with their supervisor regarding individual work schedules, as appropriate.

* See the Personal Leave Guidelines for Senior Research Associates and Research Associates (Limited Term) on the HR & Equity website.

Compassionate Care Leave

The University will grant compassionate care leave to employees who take a leave of absence under the Family Medical Leave provisions of the *Employment Standards Act of Ontario*. For employees with one (1) year of service or more the University will pay the equivalent of the weekly Employment Insurance benefit for which the employee is qualified during the one (1) waiting period provided that the employee applies for and receives Employment Insurance benefits.

Non-Birth Parent Leave

Upon the birth or adoption of a child, a non-birth parent shall be granted up to five (5) days' paid leave of absence.

Application for such leave shall be submitted in writing to the employee's supervisor, at least five (5) days in advance. Non-birth parent leave must be taken within the first month of the birth or an adoption of a child.