

---

**Procedure Title:** Maternity & Parental Leave  
**Policy:** 1900-14  
**Adopted:** March 28, 2012  
**Amended:**

---



## **POLICY STATEMENT:**

The Village of Mannville has adopted this policy to ensure that its employees are provided with authorized time off to coincide with the birth or adoption of a child. The Maternity and Parental Leave Policy has been designed to allow our employees to recover from childbirth, bond with, and care for their newborn or adopted child, without fear of a negative impact on their employment status or opportunities with The Village of Mannville.

To provide descriptions of employees eligible for Maternity and/or Parental Leave; outline the procedure for requesting Maternity and/or Parental Leave; determine the benefits available to employees on Maternity and/or Parental Leave; and discuss the parameters for the maximum allowable duration of Maternity and/or Parental Leave.

## **DEFINITIONS:**

Code: shall mean the Employment Standards Code of Alberta.

Maternity Leave: shall mean the birth mother who is eligible to take maternity leave as provided by the following guidelines.

Parental Leave shall mean a father, an adoptive parent, or domestic partner, who qualifies to take parental leave as provided by the following guidelines.

## **GUIDELINES AND PROCEDURES:**

Employees must have 52 consecutive weeks of employment with the Village of Mannville to be eligible for maternity and/or parental leave under the Code.

To ensure that The Village of Mannville can make the necessary arrangements to accommodate an employee taking Maternity or Parental Leave, employees are asked to provide six weeks' notice before commencement of Leave. This is to help the Village procure staffing solutions and to alleviate any additional work stress on other employees that may occur as a result of the employee's absence.

Submission of a request for Maternity/Parental Leave shall be accompanied by any appropriate documentation.

---

**Procedure Title: Maternity & Parental Leave**  
**Policy: 1900-14**  
**Adopted: March 28, 2012**  
**Amended:**

---



Employees are expected to give four weeks' written notice regarding their expected date of return to work. The CAO should be contacted as soon as possible in the event of any changes.

All eligible employees are entitled to take maternity and parental leave without pay of up to one year, in the event of the birth of a child, and up to 37 consecutive weeks on the adoption of a child.

Should the employee choose to continue with her/his health care spending account, dental plan or any other benefits made available by the Village (as applicable), the employee may continue to receive such benefits by continuing to pay all portions of the monthly premiums.

Maternity Leave may begin no earlier than 12 weeks prior to the expected date of birth. Birth mothers can take up to 52 consecutive weeks of unpaid job-protected leave. This is made up of 15 weeks of maternity leave and 37 weeks of parental leave.

Parental Leave can begin at any time after the birth or adoption, fathers and/or adoptive parents are eligible for up to 37 consecutive weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave regardless of the age of the adopted child.

Parental leave may be taken by one parent or shared between two parents but the total combined leave cannot exceed 37 weeks.

In the event that the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, sick days shall be used pursuant to the Sick Leave Policy.

Maternity/Parental Leave must be taken in one continuous leave. Any employee that elects not to use the maximum amount of leave available shall not have the option of taking any unused leave time at a later date.

In the event that an employee requires more than the allotted weeks of available Maternity/Parental leave, an unpaid Leave of Absence request may be applied for and made to the CAO of the Village of Mannville.

The Village of Mannville employees that elect to extend their leave through the use of accrued Vacation time are required to comply with the Village of Mannville Vacation Policy, and provide two weeks' notice, prior to the exhaustion of their Maternity Leave.