
Procedure Title: Maternity/Parental Leave Policy
Policy: 1900-14
Adopted: March 28, 2012
Amended: February 20, 2024



Policy:

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.

The Maternity and Parental Leave Policy entitles employees of the Village of Mannville to take time off from work with the security of knowing they can return to work at the end of the leave period.

Purpose:

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.

Employees of the Village of Mannville are entitled to an unpaid and job protected leave in the event of the birth or adoption of a child.

1.0 Definitions:

- 1.1 “Code” shall mean the Employment Standards Code of Alberta
- 1.2 “Maternity Leave” shall mean the birth mother who is eligible to take maternity leave as provided by the following guidelines.
- 1.3 “Parental Leave” shall mean a father, an adoptive parent, or domestic partner, who qualifies to take parental leave as provided by the following guidelines.

2.0 Guidelines:

- 2.1 The Village of Mannville will grant maternity or parental leave to employees and will give them their same, or equivalent, job back when they return to work.
- 2.2 Employees on maternity or parental leave are considered to be continuously employed, for the purposes of calculating years of service.
- 2.3 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.

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- 2.4 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.
- 2.5 Submission of a request for Maternity/Parental Leave shall be accompanied by any appropriate documentation.
- 2.6 Employees must give the Village of Mannville written notice of at least four (4) weeks before they:
 - a. Return to work;
 - b. Change their return date, or;
 - c. Will not be returning to work after their leave ends.

3.0 Procedures:

- 3.1 Birth mothers can take up to a maximum of seventy-eight (78) consecutive weeks of unpaid job protected leave. This consists of sixteen (16) weeks of maternity leave and sixty-two (62) weeks of parental leave.
- 3.2 Fathers and/or adoptive parents are eligible for up to sixty-two (62) consecutive weeks of unpaid, job protected parental leave. Adoptive parents can take parental leave regardless of the age of the adoptive child.
- 3.3 Parental leave may be taken by one parent or shared between two parents, but the total combined leave cannot exceed sixty-two (62) weeks.
- 3.4 Maternity leave can begin at any time within the thirteen (13) weeks leading up to the estimated due date and no later than the date of birth.
- 3.5 Should the employee choose to continue with her/his health care plan, 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.
- 3.6 Parental leave may be taken by one parent or shared between two parents, but the total combined leave cannot exceed 62 weeks.
- 3.7 The following conditions apply:
 - a. if the pregnancy interferes with the employee's job performance during the twelve (12) weeks before the estimated date of delivery, the Village of Mannville can require the employee to start maternity leave. The employee will be notified in writing.

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- b. An employee who takes both maternity leave and parental leave must take the leaves consecutively.
- c. An employee must take at least six (6) weeks of maternity leave after the birth of their child, unless the Village of Mannville agrees to early resumption of employment and the employee provides a medical certificate indicating that resumption of work will not endanger their health.

- 3.8 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.
- 3.9 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.
- 3.10 Accrual of Benefits - The Village of Mannville employees on Maternity leave shall continue to accrue seniority while on leave.

4.0 Legal Compliance

- 4.1 The Village of Mannville shall honor this policy in accordance with any applicable, governing laws. Employees that require Maternity/Parental Leave shall not be discriminated against, nor shall their salary or employment status at The Village of Mannville be negatively affected by it.
- 4.2 For any further clarification, reference shall be made to the Employment Standards Code of Alberta.

5.0 Responsibilities:

- 5.1 The CAO and Department Managers are responsible for ensuring awareness and compliance with this policy.

6.0 End of Procedure

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Acknowledgment and Agreement

I, _____ acknowledge that I have read and understand the company Maternity / Parental Leave Policy, and I agree to adhere to this Policy in its entirety.

Name: _____

Signature: _____

Date: _____

Witness: _____