



Subject	MATERNITY & PARENTAL LEAVE (formerly titled “7.05 Parental Leave” & “Briefing note”)	
Procedure Section	10 Leaves	
No.	10.20	
Exempt Employment Policy References	Sr. Managers Administrative Excluded	Section 10 (Parental Leave) Section 17 (Parental Leave) Section D (Regular Appointment Benefits: Parental Leave)
Collective Agreement References	Faculty Vocational BCGEU Com. Agreement (Faculty & Voc'l) Support	Article 47 (Maternity & Parental Leave) Article 26 (Parental Leave) Article 8 (Parental Leave) Article 53 (Parental Leave)
Forms & Other Reference Material	MyOkanagan > Employee > Administrative Functions > Employees (ELMS, Seniority, People Directory) > My Leave Balances (ELMS)	
Status of Approval	Approved	06-May-2013 Margo Kendal

PREAMBLE:

The relevant employment policy or collective agreement outlines employee maternity and/or parental leave and benefit provisions including eligibility for supplemental employment benefit (SEB) top-up pay. A pregnant employee can take up to 17 consecutive weeks of unpaid leave. A birth mother who has taken pregnancy leave is entitled to take up to 35 consecutive weeks of unpaid leave. A birth mother who has not taken pregnancy leave is entitled to take up to 37 weeks of unpaid leave. A birth father or an adopting parent is entitled to take up to 37 consecutive weeks of unpaid leave.

PROCESS:

1. The Employee will review their leave plans with their Supervisor and enter their request for maternity and/or parental leave in ELMS to their Supervisor for approval.
2. Upon approval by the Supervisor, Human Resources will acknowledge the maternity and/or parental leave in writing and advise the employee of benefits during the unpaid leave including how to apply for SEB top-up pay (if applicable).
3. On the last day of employment (or within 5 working days), Payroll will process a Record of Employment (ROE) and upload it to Service Canada’s website on behalf of the employee.
4. The employee can apply for Employment Insurance (EI) benefits anytime after the unpaid maternity/parental leave begins.
5. The employee will provide proof of application for and receipt of EI benefits to Payroll.
6. Once confirmation of EI benefits are received, Payroll will process the SEB payment, including any retroactive pay, if applicable.
7. At the end of the leave, the employee will resume their previous position (or a comparable one) with no disadvantage in service, salary, or benefits.
8. If an employee chooses not to return to work, s/he must advise the Supervisor and Human Resources and make arrangements to reimburse the College for benefits paid (if applicable).