

Parental Leave

Procedure #: HR-11.03-001

Policy #: HR-11.03

Sub-Topic: Total Rewards

Topic: Employee Attraction and Retention

Applies to: Regular Full-Time, Regular Part-Time Employees

Purpose

This Procedure supports Parental Leave Policy HR-11.03. It outlines employee and employer responsibilities for parental leave, coordinating benefits, OMERS administration.

Procedure

Employee Responsibilities:

Prior to Parental Leave:

1. Employees eligible to take parental leave from the Town's employ should familiarize themselves with the Employment Standards Act (ESA).
2. Employees intending to take a parental leave should notify their immediate Supervisor/Manager/Director in writing at least two weeks before they plan to start the parental leave. The written notice must specify the date the parental leave will begin and should indicate when the employee intends to return to work.
3. Employees must contact Human Resources prior to their parental leave to make arrangements for the continuance of benefits, benefit administration purposes and the employee's intended date of return.
4. Employees must notify their Supervisor/Manager/Director in writing of their expected return to work date prior to departure. Any changes to their return to work date are to be submitted in writing as soon as possible and at least two weeks before the change occurs.
5. Employees contemplating a parental leave are advised to contact the Employment Standards Information Centre to arrange benefits during their parental leave of absence. Benefits to cover earnings interruption during parental leave are available from the Employment Insurance Program, Employment and Social Development Canada.

While on Parental Leave:

1. Employees must convey any changes to the parental leave dates to their Supervisor/Manager/Director in writing at least two weeks before the change happens.
2. Employees on parental leave who have not contacted the Employment Standards Information Centre, must confirm eligibility for and arrange benefits during their parental leave of absence from employment.

3. Employees continue to accrue eligible service with OMERS while on parental leave if they opt to continue participation in the OMERS pension plan. The employee has the option to purchase OMERS pensionable credited service in accordance with the OMERS Act and must confirm with Payroll if they wish to do so. The employer is not obligated to continue payment to the pension plan for employees who elect not to pay their contribution. This period will be known as a "Broken Service" period for OMERS purposes.
4. While on parental leave, employees continue to earn credit for service from the Town. However, a parental leave period is not counted towards completion of probationary periods of employment.
5. Employees must notify their Supervisor/Manager/Director in writing of their expected return to work date should there be a change to their return to work date in writing at least two weeks before the change occurs.
6. Economic adjustments applied to the regular salary scales will be applied to the employee's base earnings upon return to work.

Post-Parental Leave:

1. Employees returning from parental leave will return to their former position. If the former position has changed, the employee shall return to alternative work of a comparable nature at not less than the wages at the time his/her leave of absence began.

Employer Responsibilities

Management:

1. Management must ensure appropriate parental leave documentation is forwarded to Human Resources.
2. Management may approve parental leave of a shorter duration than that provided for by legislation upon request by the employee.
3. Management must ensure employees returning from parental leave are reinstated to their former position or if the former position has changed, the employee will be provided with alternate work that is comparable to the former position and at the base earnings at the time their leave of absence began unless otherwise agreed.

Human Resources:

1. Provide policy clarification and guidance on parental leave and related policies and programs to employees and departments, as required.
2. Maintain and process employee records related to parental leave documentation in a confidential manner as the Employer is obliged to continue to pay the employer's share of the relevant benefit premiums during the period of the parental leave for employees opting to pay their share of relevant benefit premiums.
3. Coordinate benefit administration with Payroll as appropriate.
4. Support compliance with provincial legislation such as Employment Standards Act and Regulations, Privacy Legislation and the Ontario Human Rights Code, as amended from time to time and as applicable.

Note:

Parental Leave Procedure includes information on Provincial provisions as amended from time to time without immediate change to the Parental Leave Policy and/or Procedure.

Cross-References

Corporate Policy:

- Benefits Policy HR-6.01
- Pregnancy Leave Policy HR-11.02
- Service Recognition HR-8.03
- Salary Progression HR.9-02
- Vacation HR-3.01

Other Government Legislation:

- [Employment Standards Act, 2000 \(ESA\)](#)
- [Ontario Human Rights Code](#)
- [Personal Health Information Protection Act](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)

Contact

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Details

Approval Authority: Chief Administrative Officer
Approval Date: March 03, 2018
Revision Date: February 20, 2018
Revision #: 000