

TOWN OF STETTLE

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-7(j)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 09 02
		<u>Previous Policy:</u>	2002 04 16
		<u>Current Policy:</u>	2025 08 05

Title: **Maternity and Parental Leave**

Purpose: To establish guidelines for maternity and parental leave benefits for Town of Stettler employees.

Policy Statement: An employee who has been employed for a continuous period of at least ninety (90) days is entitled to maternity leave and/or parental leave without pay as follows:

Maternity

- a) a period not exceeding sixteen (16) weeks commencing at any time during the period of thirteen(13) weeks immediately preceding the estimated date of delivery, and
- b) if the actual date of delivery is after the estimated date of delivery, an additional period consisting of the time between the estimated date of delivery and the actual date of delivery.
- c) maternity leave shall include a period of at least six (6) weeks immediately following the date of delivery, which is the Health-Related portion of leave.
- d) an employee, who takes maternity leave and parental leave, must take the leaves consecutively to a maximum of seventy eight (78) weeks.

Parental

- a) a period not exceeding sixty two (62) weeks commencing at any time after the birth or adoption of the child but it must be completed within seventy eight (78) weeks of the date of birth or placement.

"Date of Delivery" means the date when the pregnancy of an employee terminates with the birth of a child or the pregnancy otherwise terminates.

"Medical Certificate" includes a written statement for the purpose of this policy containing the signature of a physician.

An employee shall give at least six (6) weeks notice in writing of the day on which they intend to commence maternity or parental leave and, if so requested, shall provide a medical certificate certifying the estimated date of delivery.

An employee who fails to give six (6) weeks notice and who is otherwise entitled to maternity leave, is entitled to maternity leave for any of the periods specified above if within two (2) weeks after she ceases to work she provides a medical certificate:

- a) indicating that she is not able to work by reason of a medical condition arising from her pregnancy, and
- b) giving the estimated date of delivery or the actual date of delivery.

If, during the twelve (12) week period immediately preceding the estimated date of delivery, the pregnancy of an employee interferes with the performance of her duties the Town of Stettler may, by notice in writing, require the employee to commence sick leave prior to maternity leave.

An employee, with the agreement of her Supervisor, may shorten the duration of the six (6) week period following the actual date of delivery by providing a medical certificate indicating the resumption of work will not endanger her health.

When an employee takes maternity leave and is unable to return to work after the expiration of the allowable period referred to in this policy by reason of a medical condition arising following the date of delivery, she shall be granted a further period of maternity leave without pay of not more than three (3) weeks if she provides a medical certificate that she is not able to return to work at that time.

The Town of Stettler shall not terminate or lay off an employee who has commenced maternity or parental leave under this policy.

An employee who wishes to resume their employment on the expiration of the leave to which they were entitled shall give the Town of Stettler four (4) weeks notice in writing of the day on which they intend to resume employment. The Town of Stettler shall:

- a) reinstate them in the position they occupied at the time their leave commenced, or
- b) provide them with alternative work of a comparable nature, at not less than the same wages and other benefits that had accrued to them to the date that they commenced leave.

The Town of Stettler is not required to allow an employee to whom leave has been granted, to resume their employment until after the expiration of four (4) weeks from the date on which they give notice of their intention to resume employment after the date of delivery or placement.

An employee on leave shall not be eligible for accumulation of vacation or sick leave entitlements during the total period of leave granted.

The employee may opt to continue benefits and pay both the employer and employee portion (100%) of all benefit costs for all that portion of the parental leave. The employer will pay the employer portion of benefit costs during the Health-Related portion of the leave (maternity leave portion). Total payment covering the entire period of authorized leave shall be arranged before commencement of leave.