

SECTION 22

MATERNITY AND PARENTAL LEAVE

MATERNITY LEAVE

- 22.01 A pregnant staff member is entitled to maternity leave without pay provided:
- (a) the staff member gives at least eight (8) weeks written notice of the date of the proposed leave; and
 - (b) the period of maternity leave does not exceed fifteen (15) weeks; and
 - (c) the staff member has completed fifty-two (52) weeks of continuous service with the Institute at the time the leave commences.
- 22.02 The maternity leave shall commence on the earlier of the:
- (a) date specified by the staff member; or
 - (b) date of birth of the child.
- 22.03 A staff member who has completed fifty-two (52) weeks of continuous service and resigns for maternity reasons and who is re-employed in any capacity within six (6) months from the date of the resignation shall be considered to have been on leave without pay. All previous salaried service with the Institute shall be recognized when calculating the rate at which vacation leave credits are accrued.

PARENTAL LEAVE

- 22.04 Subject to 22.05 and 22.06, the Institute shall grant parental leave to a staff member as follows:
- (a) in the case of a staff member who is entitled to maternity leave under Section 22.01, a period of not more than thirty-seven (37) consecutive weeks immediately after the last day of the maternity leave;
 - (b) in the case of a parent who has been employed by the Institute for at least fifty-two (52) consecutive weeks, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child's birth;
 - (c) in the case of an adoptive parent who has been employed by the Institute for at least fifty-two (52) consecutive weeks, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child is placed with the adoptive parent for the purpose of adoption.
- 22.05 Where possible, a staff member shall give at least six (6) weeks written notice of the date the parental leave will start.
- 22.06 If the Institute employs both parents of one child, the thirty-seven (37) weeks of parental leave may be taken wholly by one of them or may be shared by them. The Institute is not required to, but may at its discretion, grant parental leave to both parents at the same time.

RETURN TO WORK

- 22.07 A staff member granted maternity leave or parental leave shall be returned to the assignment occupied when the leave started, or be provided with alternate work of a comparable nature at not less than the same step and benefits that had accrued to the staff member when the leave started.
- 22.08 A staff member shall give at least four (4) weeks written notice of the date on which that staff member intends to return to work, and in any event at least four (4) weeks before the earlier of:
- (a) the end of the leave period to which the staff member is entitled; or
 - (b) the date that the staff member has specified as the end of the leave period.
- 22.09 A staff member is not entitled to resume working until the date specified in the written notice described in Section 22.08.

- 22.10 A staff member shall return to work on the date specified in the written notice given under Section 22.08. A staff member who fails to return to work on that date is not entitled to return to work subsequently.
- 22.11 A staff member who fails to provide written notice as required under Section 22.08 is not entitled to resume work.

GENERAL

- 22.12 On request by the work unit leader or Dean, a pregnant staff member shall provide the Institute with a medical certificate certifying the pregnancy and giving the estimated date of delivery.
- 22.13 A staff member who does not wish to resume employment after maternity or parental leave shall give the Institute at least four (4) weeks written notice of their intention to terminate employment.
- 22.14 If unforeseeable or unpreventable circumstances prevent compliance with the requirements of this Section, the staff member shall so notify the work unit leader or Dean at the earliest opportunity.
- 22.15 A staff member may apply for, and the Institute may approve, parental leave in excess of thirty-seven (37) weeks to facilitate return to work at a mutually-convenient stage of the work cycle.
- 22.16 Staff members on leave pursuant to this Section may continue their participation in benefit plans, subject to specific plan requirements, and shall pay the full amount of any premiums required in a frequency/manner agreed to by the Institute.
- 22.17 Staff members are encouraged to contact NAIT's Benefits Coordinator prior to their maternity leave to ensure full understanding of applicable benefits and terms and conditions of the leave.