

A support staff employed by East Central Alberta Catholic Schools is entitled to Maternity, Parental and Adoption Leave as follows:

Maternity Leave

A pregnant employee shall be granted up to seventy-eight (78) weeks of leave without pay and benefits which includes a combined total of not more than seventeen (17) weeks maternity leave and sixty-one (61) consecutive weeks of parental leave immediately following the last day of her maternity leave.

Parental Leave

A pregnant employee who is entitled to maternity leave is also entitled to up to sixty-one (61) consecutive weeks of leave of absence without pay and benefits in conjunction with the maternity leave, which shall not exceed a combined total of seventy-eight (78) weeks.

An employee who is a parent is entitled to a leave of absence without pay and benefits of up to sixty-two (62) consecutive weeks within seventy-eight (78) weeks of the birth of their child(ren).

If two (2) employees choose to each request a parental leave of absence without pay and benefits for the birth of the same child(ren), the parental leave may be accessed entirely by one of the parents or shared between them. However, the Board is not required to grant parental leave to more than one employee at a time not to exceed the weeks stated above.

Adoption Leave

An employee who has adopted a child is entitled to a leave of absence without pay of up to sixty-two (62) consecutive weeks within seventy-eight (78) weeks of the child(ren) being placed with the employee.

If two (2) employees choose to each request a leave of absence without pay for the adoption of the same child, the combined aggregate amount of leave for both employees shall not exceed sixty-two (62) weeks within seventy-eight (78) weeks of the child(ren) being placed with the employees.

Procedures

The employee should inform the school principal as soon as possible of the upcoming maternity, parental or adoption leave. The principal is then responsible for informing the payroll administrator of the leave so that the payroll administrator can provide the appropriate leave package to the employee.

Maternity Leave

When possible, a pregnant employee should notify the Board, in writing, of her expected date of delivery at least thirty (30) days in advance of the date on which she intends to commence the leave as per the CUPE Collective Agreement. This notice should specify if the employee intends to take parental leave and, if so, the length of parental leave to be taken. A medical certificate certifying pregnancy and indicating the expected date of delivery shall accompany such notification.

Maternity Leave may start on a specified date within thirteen (13) weeks prior to the delivery of the child(ren) or on the day of the child(ren)'s birth. The commencement of the maternity leave shall be determined by the employee.

If the employee is on sick leave for more than three (3) days prior to the birth of the child(ren), medical certification must be provided to the Board.

Within five (5) days of the birth of the child(ren), the employee must notify the payroll administrator of the date of birth of the child(ren).

The employee must submit an ASEBP Change Application form to the payroll administrator within thirty (30) days of the birth of the child(ren). This form enrolls the new child(ren) on the employee's benefit plan. This form is not to be sent to ASEBP directly by the employee. If this form is not received by the payroll administrator within thirty (30) days of the birth of the child(ren), then ASEBP considers the child(ren) a late applicant. Late applicants could be subject to a medical by ASEBP and/or refused coverage.

At the start of the maternity leave or the birth of the child(ren), whichever occurs first, the payroll administrator will issue a payout of all remaining salary to the start date of the maternity leave or the birth of the child(ren) and will issue a Record of Employment. It is the responsibility of the employee to apply for Employment Insurance with Service Canada.

With each maternity leave there is a portion of the leave where the employee is deemed not able to return to work due to medical reasons. This is considered a health related portion and must be determined by a physician and confirmed with medical documentation that states the date following the birth of the child(ren) when the employee is medically able to return to work and perform their duties.

The Board will top up the Employment Insurance benefits received by the employee to an amount equal to ninety-five (95%) percent of the employee's normal weekly earnings during the health related portion of the leave falling within the seventeen (17) week maximum.

When the employee is in receipt of Employment Insurance benefits through Service Canada, the employee shall provide the payroll administrator with documentation from Service Canada stating who the claim is for and verifying the gross claim per week for the weeks that fall under the health related portion of the maternity leave. When this information is received, the employee will be paid the ninety-five (95%) percent supplementary employment benefits.

The employee must give the Board written notice as per the CUPE Collective Agreement stating the date on which the employee intends to resume work following maternity leave.

Parental & Adoption Leave

At the start of the parental or adoption leave, the payroll administrator will issue a payout of all remaining salary to the start date of the leave and will issue a Record of Employment. It is the responsibility of the employee to apply for Employment Insurance with Service Canada.

The employee must submit an ASEBP Change Application form to the payroll administrator within thirty (30) days of the birth of the child(ren). This form enrolls the new child(ren) on the employee's benefit plan. This form is not to be sent to ASEBP directly by the employee. If this form is not received by the payroll administrator within thirty (30) days of the birth of the child(ren), then ASEBP considers the child(ren) a late applicant. Late applicants could be subject to a medical by ASEBP and/or refused coverage.

The employee must give the Board written notice as per the CUPE Collective Agreement stating the date on which the employee intends to resume work following parental or adoption leave.

Reviewed/Revised: March 2014, April 2018