

**MATERNITY, PARENTAL AND ADOPTION LEAVE**

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	<i>Employment Standards Code</i> (RSA 2000, c.E-9)
Effective:	June 11, 2004
Revision:	April 26, 2005; June 10, 2005; September 1, 2016 (reformatted); April 21, 2021

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to grant leaves of absence without pay to employees consistent with the terms of any applicable collective agreement, the employment information provided to APT and Management and applicable SAIT policies and procedures.

**PROCEDURE****DEFINITIONS**

**Leave of absence without pay**            A period of time away from work for which an employee is not paid.

**GOVERNING PRINCIPLES**

1. SAIT employees are entitled to take maternity leave, parental leave and adoptive leave in accordance with Alberta's *Employment Standards Code*.
2. Employees may be entitled to Employment Insurance benefits while they are on maternity or parental leave.
3. Employees who have completed 90 days continuous service, inclusive of any probationary period, are entitled to maternity, parental and adoption leave.

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## PROCEDURE

1. A pregnant employee may request maternity leave without pay, for a period not exceeding 16 consecutive weeks. The employee must provide written notice at least four weeks (or as per the timelines stated in the applicable collective agreement) prior to the date of expected confinement unless there is a valid reason why such notice cannot be given.
2. An employee may request parental or adoption leave without pay for a period of not more than 62 consecutive weeks. Parental leave can be taken as follows:
  - a) For an employee entitled to maternity leave, immediately following maternity leave.
  - b) For an employee who is the other parent, the leave can begin at any time after the child's birth or adoption, but must be completed within 78 weeks of the date that the baby is born or placed with the parent.
  - c) For an employee who is an adoptive parent, the leave can begin at any time after the child's birth or adoption, but must be completed within 78 weeks of the date that the baby is born or placed with the parent.
3. Regardless of the type of leave, the employee must provide written notice at least six weeks prior to the date of expected confinement unless there is a valid reason why such notice cannot be given, such as in the case of an adoption.
4. If employees are parents of the same child, parental or adoption leave granted under paragraph 2 may be taken wholly by one employee or may be shared between both employees. Employees may take parental or adoption leave simultaneously with the approval of their respective deans, directors or designates.
5. If an employee is granted maternity, parental or adoption leave and is covered by Alberta Health Care, Long Term Disability, Extended Health Care, Dental and Group Life Insurance, the employee will continue to be covered by these plans for the duration of the leave. SAIT and the employee will continue to pay their respective premiums for these plans for the first year of the leave of absence. The Local Authorities Pension Plan (LAPP) will bill the employee for the employee's share of pension contributions at the end of each calendar year. If an employee has greater than 12 months leave in the employee's career, the employee is responsible for both the employee's and SAIT's share of LAPP. Payment of LAPP is optional.

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6. An employee granted a maternity, parental or adoption leave without pay shall not accrue vacation entitlements.
7. An employee granted a maternity, parental or adoption leave shall be returned to the employee's substantive former position, or be placed in another position with comparable salary and benefits.
8. An employee who is on a maternity, parental or adoption leave and who is affected by a change in compensation implemented during the period of leave will have the compensation change applied upon the employee's return to work.
9. An employee on maternity, parental or adoption leave shall be required to give a minimum of four weeks written notice (or as per the applicable collective agreement) of intention to return to work. When an employee overstays the leave without permission of the employee's manager, the employee shall automatically forfeit the employee's position with SAIT, unless the employee subsequently shows that special circumstances prevented the employee from reporting to work.
10. An employee who does not wish to return to employment following maternity, parental or adoption leave must give four weeks written notice (or as per the applicable collective agreement) of intention to terminate employment.

## **POLICY/PROCEDURE REFERENCE**

- HR.3.6 Leave of Absence Without Pay policy
- HR.3.6.2 Personal Leave Without Pay procedure

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