

MATERNITY, PARENTAL AND ADOPTION LEAVE

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
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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. It is recognized that it is necessary and desirable for employees to take maternity, parental and adoption leave.
2. Employees who have completed one year of continuous service, inclusive of any probationary period, may be entitled to maternity, parental and adoption leave. With the approval of the employee's vice president, an employee who has less than one year of continuous service and who requires such leave shall have the request reviewed on a case-by-case basis and in accordance with the collective agreement, if applicable. Any exceptions must be approved by the applicable vice president.

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1. A pregnant employee may request maternity leave without pay, for a period not exceeding 15 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 as follows:
 - a) For an employee entitled to maternity leave, a period of not more than 37 consecutive weeks immediately following the last day of maternity leave.
 - b) For an employee who is a parent, a period of not more than 37 consecutive weeks to be completed within 52 weeks after the child's birth.
 - c) For an employee who is an adoptive parent, a period of not more than 37 consecutive weeks to be completed within 52 weeks after the child is placed with the adoptive parent for the purpose of adoption.
3. 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.
4. 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. 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.
5. An employee granted a maternity, parental or adoption leave without pay shall not accrue vacation entitlements.
6. 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.

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7. 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.
8. 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.
9. 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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