
Adoption Leave - Parental Leave For Administrative, Professional And Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University will grant parental leave consistent in timing and duration with the Employment Standards Act of New Brunswick.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applies to eligible employees who are not covered by a Collective Agreement.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

4.1 APPLICATION AND PROCEDURE

- 4.1.1 Upon request by an Employee –
- who is the biological parent of a newborn or unborn child, or
 - who is adopting or has adopted a child
- 4.1.2 The University shall grant parental leave consistent in timing and duration with the Employment Standards Act of New Brunswick.
- 4.1.3 Subject to the Act, such leave may be taken wholly by one, or shared by two, employed parent(s).
- 4.1.4 Where an Employee takes parental leave in addition to maternity leave pursuant to the Policy and Procedure concerning Maternity Leave, the Employee must commence the parental leave immediately on the expiry of maternity leave, unless the University and the Employee agree otherwise.
- 4.1.5 Parental leave by the employee must be taken in one consecutive time period and shall not be split up.

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- 4.1.6 The Employee will advise the Department in writing of the expected date of delivery/adoption and of their intention to take parental leave including the anticipated commencement date and duration of such leave as early as possible.
- 4.1.7 It is recognized that there may be very little notice provided by an adoption agency; however, it is expected that the Employee will provide as much notice to the Department as is possible as to the length of the parental leave and the date the leave will begin.
- 4.2 **ELIGIBILITY:** After six (6) months of employment and following successful completion of the initial probationary period, continuing employees funded from the University operating budget are eligible for a Parental Leave Allowance.
- 4.3 **ALLOWANCE**
 - 4.3.1 The Parental Leave Allowance is supplemental to and contingent upon the continuing employee applying and being eligible for the E.I. Parental Leave benefit.
 - 4.3.2 The Employee's salary will be maintained at 95% of regular weekly earnings for up to a maximum period of 37 weeks of parental leave in accordance with the terms of the Supplementary Unemployment Benefit Plan (S.U.B.) registered with the Canada Employment and Immigration Commission.
 - 4.3.3 This plan allows the Employer to make up the difference between the E.I. parental leave benefits and 95% of the Employee's regular weekly earnings.
 - 4.3.4 The Employee is required to apply for the E.I. parental leave benefit and must be eligible for the benefit for this plan to apply (as specified in the appropriate sections of the Employment Insurance Regulations).
 - 4.3.5 Contributions to the pension and benefit plans shall continue on the part of the Employee and the University on the basis of 100% of salary.
 - 4.3.6 In any week for which S.U.B. is payable, the total amount of S.U.B. employment insurance gross benefits and any other earnings received by the employee will not exceed 95% of the Employee's normal weekly earnings.
 - 4.3.7 The Employee will be asked to submit their benefit stub to verify receipt of E.I. benefits and other earnings.
- 4.4 **NO VESTED RIGHT**

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- 4.4.1 Employees have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan (57 (13(h) of the E.I. Regulations).
 - 4.4.2 For an employee who takes both maternity and parental leave, the combined maximum leave period for the S.U.B. plan top up shall be 52 weeks.
 - 4.5 **ADDITIONAL PAYMENTS:** Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.
 - 4.6 **EMPLOYMENT INSURANCE BENEFITS:** Employees must apply for and must be in receipt of employment insurance benefits to receive payments under the plan.
 - 4.7 **RETURN TO WORK:** An employee who receives a Parental Leave Allowance is required to return to work at the University for at least one (1) year following expiry of the Parental Leave (or any approved extension). In the event that the employee terminates employment prior to completion of this one (1) year, they shall be required to reimburse the University the amount of the Parental Leave Allowance on a pro-rated basis.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Systems) at 453-4648.